WALTER ARENSTEIN
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A Manual of Style

A Manual of Style

PREPARED BY THE
U.S. GOVERNMENT
PRINTING OFFICE

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NEW YORK

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FOREWORD

If you have bought, or are considering buying, *A Manual of Style*, presumably you already know how to write and probably how to write well. So why do you need a style manual?

For starters, you are probably interested in publishing something in a book or periodical that requires your work to be written to a specific format. This book will facilitate publication and also reduce the expense associated with having to make late changes in manuscript.

The more general question of why anyone who writes well needs a style manual, though, is best answered by considering something you yourself have read that needed styling. All of us have had the experience of reading an article or essay in which the point of view seemed inconsistent, or the tone of the piece was not appropriate for the context, or it was written in a disorganized fashion, or it just needed better proofreading. Invariably, we walked away from it aware that it had somehow failed to convey information or did not have the impact the author originally intended. This is the basic shortcoming of an unstyled piece of writing: it fails to make its subject as clear to the reader as it is to the writer.

When we refer to the "style" of a fiction writer, we generally mean something unique to that person's writing that distinguishes it from everyone else's. The "style" for which you have come to this book, on the other hand, refers to a set of formal rules imposed on manuscripts of varying content and composition to give them a common shape and format. The bond between these two definitions is that they both consider style as a consistency of exposition that enhances our understanding of what is being said.

Without consistency, we could still get the meaning from writing, but perhaps not the same meaning as every other reader gets, or worse, the meaning intended by the author. Imagine someone writing one chapter of a novel in twentieth-century vernacular and the next in high Victorian style; or writing one section of a science article as if for a textbook and the other in conversational prose. Any of these styles are valid for transmitting ideas, yet when put together for no reason other than authorial whim, they raise questions in the mind of a reader regarding the author's intentions. The discord leaves a reader justified in questioning things in the text that should otherwise be taken for granted.

But we don't have to create such a hypothetical situation to show why styling is an essential tool of communication. Think of how confusing it would be to read an article in which the author constantly shifts back and forth from degrees Celsius to degrees Fahrenheit or from measurements given in inches to measurements in centimeters. Or imagine references to a court case or the *Congressional Record* alternating between description and formal name or number throughout a text. The essential meanings of these things are not altered, but the way in which they are presented distances the reader from a point of reference he or she should be sharing with the writer.

Style is an organizing principle for the writer and a template that the reader can use to "decode" the text. It is the basis of the unwritten agreement between the reader and writer that what is being read has been written by recognized, comprehensible rules common to any writing, such as grammar and syntax. By styling a manuscript, a writer avoids fashionable and trendy breaches of these rules—such as slang and neologisms—for the sake of clarity. Since style is based on rules designed to be recognized by everyone, it is the means by which a writer sees his or her manuscript through the reader's eyes.

The usefulness of *A Manual of Style* is by no means limited to the preparation of documents for publication. The reader looking through its pages will find rules for organizing and proofreading a manuscript that should be used for all types of writing. Although the dictionary is still the authority on the spelling, pronunciation, and meaning of words, this style manual tells when it is appropriate to use certain words, whether they must be capitalized, how to compound them, what their abbreviations are—in other words, their proper usage. In a more formal vein, it gives information on how foreign terms are incorporated into a standard English text and which mathematical designations should be used. Even if you never have the need to write footnotes, indexes, and datelines, or to refer to courtwork or the *Congressional Record*, this book can be used to decipher the meaning of those you may run across in casual reading—assuming, of course, that they have been styled properly.

A style manual, like any reference book, is meant to be used for the occasional times a question of style arises. To make the task of finding the right answer less difficult, *A Manual of Style* is equipped with a comprehensive table of contents, index, chapter headings, and paragraphs designated by both chapter and section number that will take a lot of work out of the search. Following the best rules of style, this manual has been styled to benefit the reader.

New York, RICHARD MICHAELS
1986

PREFACE

By act of Congress the Public Printer is authorized to determine the form and style of Government printing. *A Manual of Style* is the product of many years of public printing experience, and its rules are based on principles of good usage and custom in the printing trade. In addition, the *Manual* attempts to keep abreast of and sometimes anticipate changes in orthography, grammar, and type production. It has grown with Government and the ever-expanding body of language with new terms and expressions.

Essentially, it is a standardization device designed to achieve uniform word and type treatment, and aiming for economy of word use. Such rules as are laid down for the submission of copy to the Government Printing Office point to the most economical manner for the preparation and typesetting of manuscript. Following such rules eliminates the need of additional chargeable processing by the GPO.

It should be remembered that the *Manual* is primarily a GPO printer's stylebook. Easy rules of grammar cannot be prescribed, for it is assumed that editors are versed in correct expression. As a printer's book, it necessarily uses terms that are obvious to those skilled in the graphic arts. A glossary of such printing terms to be complete would unnecessarily burden the *Manual.* (See bibliography on pp. 2-4.)

Its rules cannot be regarded as rigid, for the printed word assumes many shapes and variations in type presentation. An effort has been made to provide complete coverage of those elements that enter into the translation of manuscript into type.

A Manual of Style

1. SUGGESTIONS TO AUTHORS AND EDITORS

1.1. This STYLE MANUAL is intended to facilitate Government printing. Careful observance of the following suggestions will aid in expediting publication and in reducing printing expenditures.

1.2. Changes on proofs add greatly to the expense and delay the work, therefore copy must be carefully edited before being submitted to the Government Printing Office.

1.3. Legible copy, not faint carbon copies, must be furnished. This is essential in foreign-language copy and in copy containing figures.

1.4. Copy should be sent flat, with the sheets numbered consecutively, and typewritten on one side of the paper only. If both sides of reprint copy are to be used, a duplicate must be furnished.

1.5. To avoid unnecessary expense, mutilation of copy, and to expedite GPO production, each page should begin with a paragraph.

1.6. Tabular matter and illustrations should be on separate sheets, as each is handled separately during typesetting.

1.7. Proper names, signatures, figures, foreign words, and technical terms should be written plainly.

1.8. The chemical symbols Al, Cl, Tl are sometimes mistaken for A1, C1, T1 in typewritten matter. Editors must indicate whether the second character is a letter or a figure. (See rule 2.37.)

1.9. Copy in a foreign language should be marked accurately as to capitalization, punctuation, accents, etc.

1.10. Footnote reference marks in text and tables should be arranged consecutively from left to right across each page of copy.

1.11. A requisition for work containing illustrations must be accompanied by a letter certifying that the illustrations are necessary and relate entirely to the transaction of public business (44 U.S.C. 118). The total number of illustrations and the processes of reproduction desired should also be indicated. Instructions should be given on the margin of each illustration if enlargement or reduction is necessary.

1.12. Photographs, drawings, legends, etc., for illustrations should appear in the manuscript in proper sequence.

1.13. If a publication is composed of several parts, a scheme of the desired arrangement must accompany the first installment of copy.

1.14. To reduce the possibility of costly blank pages, avoid use of new odd pages and halftitles whenever possible. Generally these refinements should be limited to quality bookwork. (See rule 2.3.)

1.15. Samples should be furnished if possible. They should be plainly marked, showing the desired type, size of type page, illustrations if any, paper, trim, lettering, or binding; but they will not be considered as style for typesetting if they conflict with the rules in this STYLE MANUAL.

1.16. In looseleaf or perforated-on-fold work, indicate folio sequence, including blank pages, by circling in blue. Begin with first text page (title). Do not folio separate covers or dividers.

1.17. Indicate on copy if separate or self cover. When reverse printing in whole or in part is required, indicate if solid or in tone.

1.18. Avoid use of oversize fold-ins wherever possible. This can be done by splitting a would-be fold-in and arranging the material to appear as facing pages in the text. Where fold-ins are numerous and cannot be split, consideration should be given to folding and inserting these into an envelope pasted to inside back cover.

1.19. Every effort should be made to keep complete jobs of over 4 pages to signatures (folded units) of 8, 12, 16, 24, or 32 pages. Over two blank pages at end should be avoided where possible.

1.20. Indicate alternative choice of paper on requisition. Wherever possible, confine choice of paper to general use items carried in inventory as shown in GPO Paper Catalog.

1.21. When nonstandard trim sizes and/or type areas are used, indicate head and back margins desired. Otherwise, GPO will determine margins.

1.22. On return of galley proofs for page makeup, departments should submit copy for running heads and numbering sequence of folios, including preliminary pages.

1.23. All corrections should be made on first proofs submitted, as later proofs are intended for verification only. All corrections must be indicated on the "R" set of proofs, and only that set should be returned to the Government Printing Office.

1.24. Corrections should be marked on the margins of a proof opposite the indicated errors, not by writing over the print or between the lines. All queries on proofs must be answered.

1.25. The following Government Printing Office and departmental publications relate to material included in the STYLE MANUAL. Most may be purchased from the Superintendent of Documents, Government Printing Office, Washington, DC 20402. For free lists of these and other such publications, request SB–077, Printing and the Graphic Arts, and SB–087, Stenography, Typing and Writing.

Word Division, a supplement to Government Printing Office Style Manual, 190 pages. 1982. GP 1.23/4:St 9/supp.976. S/N 021-000-00006-0.

Basic rules for division of words; division into syllables of about 20,000 words.

Photocomposition Type Faces, 320 pages. Illustrated. GP 1.2:T 98/14. S/N 021-000-00106-6.

Government Paper Specification Standards No. 9. December 1981. Y 4.P 93/1:7/9. S/N 052-070-81002-5.

Basic manual in looseleaf form. Should be of value and interest to paper manufacturers, printing establishments, and others concerned with paper standards. Contains standards to be used in testing and definitive color standards for all mimeograph, duplicator, writing, manifold, bond ledger, and index papers.

Technical and scientific guides

American National Standard Guidelines for Format and Production of Scientific and Technical Reports, 16 pages. American National Standards Institute, Inc. ANSI Z39.18–1974. (To order, see note (3), p. 8.)

Prescribes the order and specifications of the elements of a report. Takes into account the growing use of microform and electronic storage and abstract services. Contains guidelines that will help the researcher in locating, referencing, and comparing source information. Covers type and page size, tables, formulas, paper stock, and binding.

Clarity in Technical Reporting, 25 pages. 1964, reprinted 1977. NAS 1.21:7010. S/N 033-000-00513-0.

Levels of Edit, 26 pages. 1980. NAS 1.12/7:80-1. S/N 033-000-00785-0.

Prepared by the Jet Propulsion Laboratory, this booklet outlines a methodology for editing technical manuscripts.

Patents and Trademarks Style Manual. Supplement to United States Government Printing Office Style Manual.

Data base publishing

Publishing From a Full Text Data Base. Graphic Systems Development Division, Government Printing Office, 184 pages. Illustrated. 1983, 2d edition. S/N 021-000-00116-3.

Describes GPO's concept of full text data base development and discusses such factors as design, application, and job control.

Microfiche specifications

National Standard Microfiche of Documents, 15 pages. National Micrographics Association. ANSI PH5.9-1975 (NMA MS5-1975). (To order, see note (3), p. 8.)

Specifications provided for microfiche intended for direct use by the customer: "distribution fiche." Offers definitions of some terms.

Guide for Selecting Microfiche Requirements and Quality Attributes for Microfiche Contract. Available from GPO, Manager of Quality Control and Technical Department.

Writing aids

Effective Revenue Writing: Number 1, 268 pages. Illustrated. 1969, reprinted 1980. T 22.19/2:W 93/no.1/969. S/N 048-004-00036-9.

Basic course designed to give a brief, practical review of writing principles, grammar, and punctuation.

Effective Revenue Writing: Number 2, 198 pages. Illustrated. Rev. 1978. T 22.19/2:W 93/no.2/978. S/N 048-004-00037-7.

Advanced course to help experienced writers diagnose weaknesses.

Effective Writing: Manager's Role, Writing Seminar for Managers, 46 pages. 1975, reprinted 1977. T 22.19/2:W 93/2. S/N 048-004-01295-2.

Effective Writing: Workshop Course, 106 pages. Rev. 1975. T 22.19/2:W 93/3. S/N 048-004-01288-0.

A self-teaching text emphasizing effective communication for writers.

Gobbledygook Has Gotta Go, 112 pages. Illustrated. 1966, reprinted 1980. I 53.2:G 53. S/N 024-011-00002-0.

Concerned with improvement of Government communication.

Be a Better Writer, 38 pages. Illustrated. Environmental Protection Agency. 1980. EP 1.8:W 93. S/N 055-000-00188-0.

United States Air Force Effective Writing Course, 71 pages. Illustrated. 1980. D 301.35:13-5. S/N 008-070-00444-5.

Although written for Air Force personnel to coincide with three films (which are unavailable to the public), most of the principles are applicable to civilian use.

Correspondence style

U.S. Government Correspondence Manual, 66 pages. Illustrated. GS 4.6/2:C 81/2. S/N 022-000-00129-9.

Designed to standardize Government correspondence for uniform format styles: addresses, salutations, and closings. Government Interdepartmental Committee.

Plain Letters, 53 pages. National Archives and Records Service, General Services Administration. Illustrated. S/N 022-002-00041-4.

Directed at those who write and sign letters. Offers writing shortcuts and how to avoid cliches in writing.

Form and Guide Letters, 44 pages. National Archives and Records Service, General Services Administration. Illustrated. S/N 022-003-00903-5.

Basic elements of form-letter design. Describes use of form letters to replace formal correspondence.

Bibliographical style (See also rule 2.147.)

Bibliographical Procedures & Style: A Manual for Bibliographers in the Library of Congress. U.S. Library of Congress. By Blanche Prichard McCrum and Helen Dudenbostel Jones. Washington, 1954. Reprinted 1966 with list of abbreviations.

Outdated in places and will eventually be revised but not in the immediate future.

Legal writing aids

NLRB Style Manual, 119 pages. National Labor Relations Board. Washington, DC. 1983. S/N 031-000-00237-1. L/R 1.6/2:ST9.

The manual encourages use of plain English. Designed to simplify legal writing, it offers useful guidelines to all writers.

Document Drafting Handbook, 66 pages. Illustrated. 1980. GS 4.107/a:D 659. S/N 022-001-00088-4.

Designed to help Federal agencies prepare documents for publication in the Federal Register.

Title leaves of books

American National Standard for Title Leaves of a Book, 8 pages. American National Standards Institute, Inc. ANSI Z39.25-1980. (To order, see note (3), p. 8.)

Guidelines for determining the location and types of information that should appear on title leaves and in the contents of a book. Information includes: Title, author(s), contributors, publisher and place of publication, dates and details of edition, numbering of volume, copyright notice, cataloguing in publication data, international standard book number, Library of Congress catalog card number, abstract, and printer. Section on definitions included.

American National Standard for Periodicals: Format and Arrangement, American National Standards Institute, Inc., 16 pages. ANSI Z39.1-1977. (To order, see note (3), p. 8.)

Details of format and arrangement of periodicals to enable scholars, librarians, documentalists, and subscription agencies to identify periodicals and their component parts. Terms in standard defined. Includes specifications for cover and spine, table of contents and masthead, pagination, page format including margin width, errata, instructions to authors, volume specifications, etc.

Journalism

Journalist 1 and C, 363 pages. Illustrated. Rev. 1978. D 207.208/2:J 82/2/978. S/N 008-047-00242-4.

Navy training manual. Forms a self-study package designed for individual, rather than classroom, study.

Journalist 3 and 2, 518 pages. Illustrated. 1973, reprinted 1975. D 207.208/2:J 82/973. S/N 008-047-00177-1.

Although written for Navy trainees, subjects applicable for civilian journalism. Basic newswriting, advance stories, rewrites, and followups, libel, photo journalism, headlines and outlines, printing and layout, etc.

Newspaper Production Techniques: An Aid in Preparing and Designing a Modern Publication, 71 pages. Illustrated. 1981. D 101.2:N 47. S/N 008-020-00891-5.

Nine lessons on newspaper graphics, sample pages for use of typefaces, layouts, headline designs, and illustrations.

Also helpful to writers and editors are such publications as:

The Chicago Manual of Style, University of Chicago Press. 13th ed., revised and expanded. Chicago: University of Chicago Press, 1982.

Anglo-American Cataloguing Rules. 2d ed. Prepared by the American Library Association, the British Library, the Canadian Committee on Cataloguing, the Library Association, and the Library of Congress. Edited by Michael Gorman and Paul W. Winkler. Chicago: American Library Association. Ottawa: Canadian Library Association. 1978.

A Uniform System of Citation, 237 pages. 13th ed. Cambridge: Harvard Law Review Association. 1981.

1.26. Corrections in proofs read by authors or department readers must be indicated as follows:

⊙	Insert period	rom.	Roman type
⁁	Insert comma	caps.	Caps—used in margin
:	Insert colon	≡	Caps—used in text
;	Insert semicolon	c+sc	Caps & small caps—used in margin
?	Insert question mark	═	Caps & small caps—used in text
!	Insert exclamation mark	l.c.	Lowercase—used in margin
=/	Insert hyphen	/	Used in text to show deletion or substitution
’∨	Insert apostrophe		
“∨∨”	Insert quotation marks	ℓ	Delete
1/N	Insert 1-en dash	ℓ̑	Delete and close up
1/M	Insert 1-em dash	w.f.	Wrong font
#	Insert space	⁀	Close up
ld>	Insert ( ) points of space	⊐	Move right
shill	Insert shilling	⊏	Move left
∨	Superior	⊓	Move up
∧	Inferior	⊔	Move down
(/)	Parentheses	‖	Align vertically
[/]	Brackets	=	Align horizontally
□	Indent 1 em	⊐⊏	Center horizontally
□□	Indent 2 ems	⊔⊓	Center vertically
¶	Paragraph	eq.#	Equalize space—used in margin
no ¶	No paragraph	✓✓✓	Equalize space—used in text
tr	Transpose[1]—used in margin	....	Let it stand—used in text
∾	Transpose[2]—used in text	stet.	Let it stand—used in margin
sp	Spell out	⊗	Letter(s) not clear
ital	Italic—used in margin	run over	Carry over to next line
———	Italic—used in text	run back	Carry back to preceding line
b.f.	Boldface—used in margin	out, see copy	Something omitted—see copy
〰	Boldface—used in text	S/?	Question to author to delete[3]
s.c.	Small caps—used in margin	∧	Caret—General indicator used to mark position of error.
═	Small caps—used in text		

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[1] In lieu of the traditional mark "tr" used to indicate letter or number transpositions, the striking out of the incorrect letters or numbers and the placement of the correct matter in the margin of the proof is the preferred method of indicating transposition corrections. (See rule 2.88.)

[2] Corrections involving more than two characters should be marked by striking out the entire word or number and placing the correct form in the margin. This mark should be reserved to show transposition of words.

[3] The form of any query carried should be such that an answer may be given simply by crossing out the complete query if a negative decision is made or the right-hand (question mark) portion to indicate an affirmative answer. (See example, p. 6.) (See rule 2.84.)

TYPOGRAPHICAL ERRORS reset 8pt. C & SC

SC It does not appear that the earliest printers had e
eq # any method of correcting errors before the form
⊙ was on the press, The learned ~~The learned~~ cor- ꝺ
rectors of the first two centuries of printing were
# notproofreaders in our sense, they were rather ;/ꝺ
what we should term office editors Their labors ⊙
not were chiefly to see that the proof corresponded to
the copy, but that the printed page was correct
L/; in its latinity—~~that the words were there~~, and stet
that the sense was right. They cared ~~but~~ little ꝺ
about orthography, bad letters or purely printers ,/’/s
errors, and when the text seemed to them wrong
they consulted fresh authorities or altered it on
their own responsibility. Good proofs in the ,
not/ꝺ modern sense, were ~~imp~~possible until professional
readers were employed men who had first a 1/M/tr
printer's education, and then spent many years
i in the correction of proof. The orthography of
English, which for the past century has under =/
gone little change, was very fluctuating until after wf
the publication of Johnson's Dictionary, and capi-
tals, which have been used with considerable reg-
ularity for the past 80 years, were previously used
tr on the miss or hit plan The approach to regu-
it larity, so far as we have, may be attributed to the
growth of a class of professional proofreaders, and
it is to them that we owe the correctness of mod-
¶/ꝺ ern printing. More errors have been found in the
Bible than in any other one work. For many gen-
erations it was frequently the case that Bibles
were brought out stealthily, from fear of govern-
[mental interference. They were frequently out, see copy
printed from imperfect texts, and were often mod-
ified to meet the views of those who publised h
⊙# themThe story is related that a certain woman
ꝺ in Germany, who was the wife of a Printer, ~~and~~ lc/who
had become disgusted with the continual asser-
ꝺ/of/rom tions qs the superiority of man over woman which
she had heard, hurried into the composing room
while her husband was at supper and altered a
wf sentence in the Bible, which he was printing, so eq # V/V/V/V/
“/” that it read Narr instead of Herr, thus making “/”
the verse read “And he shall be thy fool” instead
A of “and he shall be thy lord.” The word not “/”
was omitted by Barker, the king's printer in En-
Eland tr.up gland in 1632, in printing the seventh commandment ⊙ tr over
He was fined £3,000 on this account.

8|?

NOTE.—The system of marking proofs can be made easier by the use of an imaginary vertical line through the center of the type area. The placement of corrections in the left-hand margin for those errors found in the left-hand portion of the proof and in the right-hand margin for right-side errors prevents overcrowding of marks and facilitates corrections. (See also rule 2.87.)

2. GENERAL INSTRUCTIONS

(FOR EDITORS, COPY PREPARERS, TYPESETTERS, AND COMPOSITORS)

JOB PLANNING

2.1. Before actual production begins, a job scheduled for printing is reviewed by a planner who designs a program by which the needs of the publication are met. The format selected by the planner establishes such things as the typefaces to be used in the job, the breakdown of headings, running heads and folios, page length, and spacing. The format determines the codes used by the preparer, who readies the manuscript for the keyboard stage of production. Following instructions of the submitting agency, the planner, in effect, lays out the job in advance. Thus, completely unlike procedures followed in the past, today's computer-oriented product is literally made up before it is put into type. Consequently, it is necessary for the customer agencies to communicate precise details of their needs before production begins.

2.2. Changes in recent years in the needs of the library community have led to a move toward uniform treatment of the component parts of publications. In developing standards to guide publishers of Government books, consideration has been given to the changing needs of those who seek to produce, reference, index, abstract, store, and retrieve data. Certain identifying elements shall be printed on all publications in accordance with this MANUAL and with standards developed by the American National Standards Institute, Inc. (ANSI).

Publications such as books and pamphlets should contain:

(a) Title and other title information;
(b) Name of department issuing or creating publication;
(c) Name of author(s) and editor(s) (department or individual);
(d) Date of issuance;
(e) Availability (publisher or printer and address);
(f) Superintendent of Documents classification and stock numbers; and
(g) The International Standard Book number (if assigned).

(See ANSI Standard Z39.15, Title Leaves of a Book.)

Reports of a scientific or technical nature should contain:

(a) Title and other title information;
(b) Report number;
(c) Author(s);
(d) Performing organization;
(e) Sponsoring department;
(f) Date of issuance;
(g) Type of report and period covered;
(h) Availability (publisher or printer and address); and
(i) Superintendent of Documents classification and stock numbers.

(See ANSI Standard Z39.18, Guidelines for Format and Production of Scientific and Technical Reports.)

Group A	
Report number	CRREL report; 82-42
Group B	
Title	**THE EFFECTS OF CONDUCTIVITY ON HIGH-RESOLUTION IMPULSE RADAR SOUNDING**
Subtitle (if any)	**Ross Ice Shelf, Antarctica**
Author(s)	Rexford M. Morey and Austin Kovacs
Performing organization name and address	U.S. Army Corps of Engineers Cold Regions Research and Engineering Laboratory Hanover, NH 03755
Date	Published December 1982
Type of report and period covered	Final report December 1981 to December 1982
Availability statement	Availability unlimited For sale by Superintendent of Documents S/N 008-000-00158-9
Group C	
Sponsoring organization name and address	Prepared for National Science Foundation Washington, DC 20550

NOTES:

(1) This sample report cover is reduced in size.

(2) In this sample items are justified left. Other cover designs and typefaces are acceptable.

(3) This sample page was prepared according to the guidelines of the American National Standards Institute, 1430 Broadway, New York, NY 10018. Users of ANSI standards are cautioned that all standards are reviewed and subject to revision periodically.

Journals, magazines, periodicals, and similar publications should contain:

(a) Title and other title information;
(b) Volume and issue numbers;
(c) Date of issue;
(d) Publishing or sponsoring department;
(e) Availability (publisher or printer and address);
(f) International Standard Serial Number; and
(g) Superintendent of Documents classification and stock numbers.

(See ANSI Standard Z39.1, Periodicals: Format and Arrangement.)

2.3. Government publications will be made up in the following order. The "new odd page" designations refer, generally, to bookwork and are not required in most pamphlet- and magazine-type publications. (See rules 1.14 and 2.5.)

a. *Frontispiece,* faces title page.

b. *False title* (frontispiece, if any, on back).

c. *Title page.*

d. *Back of title,* blank, but frequently carries such useful bibliographic information as list of board members, congressional resolution authorizing publication, note of editions and printings, GPO imprint if departmental imprint appears on title page, price notice, etc.

e. *Letter of transmittal* (new odd page).

f. *Foreword,* differs from preface in that it is an introductory note written as an endorsement by a person other than the author (new odd page). An *introduction* differs from a foreword or a preface in that it is the initial part of the text; if the book is divided into chapters, it should be the first chapter.

g. *Preface,* by author (new odd page).

h. *Acknowledgments* (if not part of preface) (new odd page).

i. *Contents* (new odd page), immediately followed by list of illustrations and list of tables, as parts of contents.

j. *Text,* begins with page 1 (if halftitle is used, begins with p. 3).

k. *Glossary.*

l. *Bibliography* (new odd page).

m. *Appendix* (new odd page).

n. *Index* (new odd page).

2.4. To number preliminary pages, use small-cap numerals.

2.5. Booklets of 32 pages or less can be printed more economically with a self-cover. A table of contents, title page, foreword, preface, etc., is not usually necessary with so few pages. If some of this preliminary matter is necessary, it is more practical to combine this material; i.e., contents on cover; combine contents, title, foreword on cover 2, etc.

2.6. Before makeup can be started the length of type page and style of folios to be used must be ascertained.

2.7. Widow lines at top of pages are to be avoided, if possible, but are permitted if necessary to maintain uniform makeup and page length. Paragraphs may start on the last line of a page, whenever necessary. If it is found necessary to make a short page, the facing page should be of approximately equal length, if the text permits.

2.8. A blank or sink of 6 picas should be placed at the head of each new odd or even page of 46-pica or greater depth; pages with a depth of from 36 to 45 picas, inclusive, will carry a 5-pica sink; pages less than 36 picas, 4 picas.

2.9. If top center folio is used, the folio on a new page must be placed at the bottom, centered, and enclosed in parentheses.

2.10. Where running heads with folios are used, heads are included in overall page depth. However, first pages of chapters and pages with bottom folios are made up with folios in margin. Bottom folios on short preliminary pages will be made up with page numbers 4 points from last line.

2.11. Jobs made up with bottom folios will have all page numbers, including preliminary pages, aligning on the bottom in the margin.

2.12. Avoid use of running heads in conjunction with bottom folios.

2.13. Contents, list of illustrations, preface, or any other matter that makes a page in itself should be placed 12 points or more nearer top than bottom, the difference depending upon the length of page.

2.14. Footnote references are repeated in boxheads or in continued lines over tables, unless special orders are given not to do so.

2.15. Six-point headnotes above tables are enclosed in brackets and are repeated with continued heads.

2.16. A broadside (lengthwise) table beginning on even (left) page and which carries over to facing right page will be made up flush right for left page (if left page is less than full width) and flush left for right page.

2.17. A broadside table of less than page width will center on the page.

2.18. Centerheads, whether in boldface, caps, caps and small caps, small caps, or italic, should have more space above than below. Uniform spacing should be maintained throughout the page.

2.19. In making up a page of two or more columns, text will be doubled up over illustrations.

2.20. Two or more short footnotes coming together may be combined into one line, with 2 ems of space between footnotes.

[1] Preliminary.   [2] Including imported cases.   [3] Imported.

2.21. Backstrips should run down (from top to bottom) on all publications.

COPY PREPARATION

2.22. The first duty of copy preparers is to mark those things that are not readily understood and to indicate headings, indentions, dashes, new pages, and other matters of style necessary to give the completed book a good typographic appearance.

2.23. If a preparer considers a customer's request for new odd pages and/or half titles unwarranted or excessive, he or she must bring this to the attention of the supervisor who will question these pages to the ordering agency.

2.24. Preparers must indicate point size and type series on copy, and whether matter is to be leaded or double leaded, etc.; verify folio numbers; and plainly indicate references, footnotes, cut-ins, etc. Unless otherwise marked, text matter will be set in 10-point solid and tables in 7 point. Where down rules are requested in tables, hairline rules will be used. (See rule 13.3.)

2.25. Quoted, or extract matter, and lists should be set 2 points smaller than text, and quotation marks at beginning and end of paragraphs should be omitted. If the same type size is used, quoted matter should be cut in 1 to 3 ems, depending on measure, and initial and closing quotes should be omitted.

Capitalization

2.26. Unusual capital and lowercase letters must be indicated.

Datelines, addresses, and signatures

2.27. Copy preparers must mark caps, small caps, italic, abbreviations, and indentions; also indicate line breaks where necessary.

Decimals and common fractions

2.28. In figure columns containing decimals or common fractions, such decimals and/or fractions will not be aligned.

"Et cetera," "etc.," and "and so forth"

2.29. In printing a speaker's language, the words *and so forth* or *et cetera* are used—not the abbreviation *etc.* If a quoted extract is set in type smaller than that of the preceding text and the speaker has summed up the remainder of the quotation with the words *and so forth* or *et cetera,* these words should be placed at the beginning of the next line, flush and lowercase, and an em dash should be used at the end of the extract.

Folioing and stamping copy

2.30. Folio numbers should be placed in the upper right-hand corner, preferably half an inch from the top.

2.31. All other stamping—type size, measure, etc.—should be placed in the upper left-hand corner. On cards, any available space may be used.

2.32. If it is necessary to cut copy for parallel tables, portions will be folioed down the left-hand side first, then down the right-hand side.

Footnotes and reference marks

(For text, see rules 15.1–15.20; for tables, see rules 13.75–13.96.)

Headings

2.33. The locators to be used for all headings must be marked. Caps, caps and small caps, small caps, caps and lowercase, lowercase first up (first words and proper nouns capitalized), or italic must be prepared. (See rule 3.51.)

Pickup

2.34. The jacket number of a job from which matter is to be picked up must be indicated. New matter should conform in style to that of the pickup.

Sidenotes and cut-in notes

2.35. Sidenotes and cut-in notes should be avoided.

Signs, symbols, etc.

2.36. All signs, symbols, dashes, superiors, etc., must be plainly marked. Names of Greek letters must be indicated, as they are frequently mistaken for italic or symbols.

2.37. In the event typewriters use the same characters for figure 1 and lowercase l and cipher and capital O, all such characters will be printed as figures unless otherwise marked.

Letters illustrating shape and form

2.38. Capital letters of the text face will be used to illustrate shape and form, as U-shape(d), A-frame, T-bone, and T-rail.

2.39. Plurals are formed by adding the apostrophe and *s,* as T's, Y's, etc. *Golf tee*(*s*) should be spelled, as it does not indicate shape.

2.40. A capital is used in *U-boat, V–8,* and other expressions which have no reference to shape or form.

"Follow literally" and "FIC and punc."

2.41. After submittal to the GPO, manuscript copy is rubber-stamped "Fol. lit." or "FIC and punc." The difference between these two typesetting instructions is explained thus:

In "Fol. lit." (follow literally) copy we do not make any changes. Copy authorized to be marked "Fol. lit." must be thoroughly prepared by the requisitioning agency as to capitalization, punctuation (including compounding), abbreviations, signs, symbols, figures, and italic, and such copy, including even manifest errors, will be followed. The lack of preparation on copy so designated shall, in itself, constitute preparation. "Fol. lit." does not include size and style of type or spacing.

In "FIC & punc." (follow, including capitalization and punctuation) copy, we correct obvious errors.

2.42. Excerpts for congressional hearings (8 point) and the Congressional Record (7 point) will be stamped and set "FIC & punc." unless otherwise instructed. Datelines, address lines, signature lines, tables, and leaderwork are to be prepared according to STYLE MANUAL rules.

In all quoted amendments and excerpts of bills and in reprinting bills, bill style is to be followed at all times.

2.43. In congressional hearings, the name of interrogator or witness who continues speaking is repeated following a head set in Century bold, a paragraph enclosed in parentheses, and a paragraph enclosed in brackets.

In a head set in Century bold, the title "Mr." is not used, and "the Honorable" preceding name is shortened to "Hon." Street addresses are also deleted. Example: "Statement of Hon. John P. Blank, Member of American Bar Association, Washington, DC."

2.44. To prevent confusion and delay and to ensure economy in printing, all copy will be set in accordance with the rules laid down in this STYLE MANUAL, with which editors and compilers are expected to become familiar, except that in some classes of printing of a legal, technical, or historical nature it may be necessary to adhere strictly to the original text, and the requisitioning office may then properly mark such copy "Fol. lit."

2.45. Follow the position of quotation marks in relation to other punctuation marks in matter marked "Fol. lit." and "FIC & punc." Abbreviations with points (as in U.S.C., U.S.) close up. Abbreviations also close up in "Fol. lit." matter, unless prepared with spaces. (See rule 9.7.)

2.46. Paragraph or section numbers (or letters) followed by figures or letters in parentheses will close up, as "section 7(B)(1)(*a*)," "paragraph 23(*a*)," "paragraph *b*(7)," "paragraph (*a*)(2)"; but section 9(1) (*a*) and (*b*); section 7 *a* and *b*. In case of an unavoidable break, division will be made after elements in parentheses, and no hyphen is used. However, if spaces are prepared in "Fol. lit." matter, copy will be followed.

2.47. "Bill style" copy will follow the style of the Government Printing Office Bill Style Manual, which conforms to this STYLE MANUAL in many particulars, such as the use of figures in dates; sums of money; percentages; the numbers of articles, chapters, lines, pages, paragraphs, parts, sections, and volumes; the classification of vessels (A 1); and all other instances where *numbered* is used or implied. Punctuation, as prepared, must be followed.

2.48. Copy preparer's instructions, which accompany each job, are written to cover the general style and certain peculiarities or deviations from style. These instructions must be followed. The copy preparer must not deviate from the style laid down in this STYLE MANUAL unless authorized to do so by the supervisor in the markup section.

Abbreviations

2.49. In marking abbreviations to be spelled, preparers must show what the spelled form should be, unless the abbreviations are common and not susceptible of more than one construction. An unfamiliar abbreviation, with spelled-out form unavailable, is not changed.

TYPE COMPOSITION

2.50. Compositors and operators must study carefully the rules governing composition. Failure to do this will show plainly on proofs.

2.51. In correcting pickup matter, the operator must indicate plainly on the proof what portion was actually reset.

2.52. Every precaution must be taken to prevent the soiling of proofs, as it is necessary for the reviser to see clearly every mark on the margin of a proof after it has been corrected.

2.53. Corrections of queries intended for the author should not be made. Such queries, however, are not to be carried on jobs going directly to press.

Leading and spacing

2.54. Spacing of text is governed by the leading, narrow spacing being more desirable in solid than in leaded matter.

2.55. A single justification space (close spacing) will be used between sentences. This applies to all types of composition.

2.56. Center or flush heads set in caps, caps and small caps, small caps, or boldface are spaced with regular justification spaces between words.

2.57. Centerheads are separated from the text by slugs, the space below the head being at least 2 points less than the space above: 10 points above and 8 points below in 10-point text; 8 points above and 6 points below in 8- and 6-point text.

2.58. Heads set in caps are leaded, even in solid matter.

2.59. In solid matter, "2 leads," "3 leads," and similar space designations marked on copy mean "2 leads" (4 points), "3 leads" (6 points), etc.

In leaded matter (machine-leaded linotype, or monotype with shoulder), "2 leads," "3 leads," etc., will include space on type; e.g., "2 leads" means a 2-point lead plus space on type.

2.60. Unless otherwise marked, flush heads are separated from text by 2 leads above and 1 lead below in solid matter, and by 3 leads above and 2 leads below in leaded matter.

2.61. Full-measure numbered or lettered paragraphs and quoted extracts are not separated by space from adjoining matter.

2.62. Extracts which are set off from the text by smaller type or are indented on both sides or indented 3 ems on the left side (courtwork only) are separated by 6 points in leaded matter and by 4 points in solid matter.

2.63. Extracts set solid in leaded matter are separated from the text by 6 points.

2.64. Flush lines following extracts are separated by 6 points of space in leaded matter and by 4 points in solid matter.

2.65. Footnotes are leaded if the text is leaded, and are set solid if the text is solid.

2.66. Legends are leaded if text is leaded, and solid if text is solid. Leaderwork is separated from text by 4 points above and 4 points below.

Indentions

2.67. In measures less than 30 picas, the paragraph indention is 1 em. Paragraph indentions in cut-in matter are 3 ems, overs 2 ems. Overruns, datelines, and signatures are indented in multiples of 2 ems. Addresses are set flush left. (See examples, beginning p. 206.)

2.68. In matter set 30 picas or wider, the paragraph indention is 2 ems. Paragraph indentions in cut-in matter are 6 ems, overs 4 ems. Overruns, datelines, and signatures are indented in multiples of 2 ems. Addresses are set flush left. (See examples, beginning p. 206.)

2.69. In measures less than 30 picas, overruns in hanging indentions are 1 em more than the first line, except that to avoid conflict with a following indention (for example, of a subentry or paragraph), the overrun indention is made 1 em more than the following line.

2.70. In matter set 30 picas or wider, overruns in hanging indentions are 2 ems more than the first line, except that to avoid conflict with a following indention (for example, of a subentry or paragraph), the overrun indention is made 2 ems more than the following line.

2.71. Indention of matter set in smaller type should be the same, in points, as that of adjoining main-text indented matter.

2.72. Two-line centerheads are centered, but heads of three or more lines are set with hanging indention.

2.73. Overs in flush heads are indented 2 ems in measures less than 30 picas, and 3 ems in wider measures.

Legends for illustrations

2.74. Legends and explanatory matter of one or two lines are centered; if more than two lines, they are set with hanging indention. If an illustration is narrower than full measure and text is run at the side of it, the legend is set the width of the illustration; if text is not to be run at the side of the illustration, the legend is set full measure regardless of the width of the illustration, unless copy is otherwise marked.

2.75. Legend lines of illustrations which run the broad way should be printed to read up; that is, an even-page legend should be on the inside margin and an odd-page legend on the outside margin.

2.76. Unless other type is indicated, legends for illustrations are set in 8-point roman, lowercase.

2.77. Periods are used after legends and explanatory matter beneath illustrations. However, legends without descriptive language do not use a period. (See rule 8.115.)

2.78. At beginning of legend or standing alone, *Figure* preceding the identifying number or letter is set in caps and small caps and is not abbreviated.

FIGURE 5, *not* FIG. 5 FIGURE A, *not* FIG. A

2.79. If a chart carries both a legend and footnotes, the legend is placed above the chart.

2.80. Letter symbols used in legends for illustrations are set in lowercase italic without periods.

PROOFREADING AND COPYHOLDING

2.81. All special instructions, layouts, and style sheets must be sent to the Proof Section with the first installment of each job.

2.82. The proofreader should see that the rules governing spacing, division of words, and good printing generally have been observed.

2.83. If the proofreader detects inconsistent and erroneous statements, it is his or her duty to query them.

2.84. If the grammatical construction of a sentence or clause is questioned by a reader and it seems desirable to change the form, he must indicate the proposed correction, add a query mark, and enclose all in a ring.

2.85. A query appearing on copy must be carried to the author.

2.86. Proofs that are illegible or are in any manner defective must be called to the attention of the deskperson.

2.87. The manner in which correction marks are made on a proof is of considerable importance. Straggling, unsymmetrical characters, disconnected marks placed in the margin above or below the lines to which they relate, irregular lines leading from an incorrect letter or word to a correction, large marks, marks made with a blunt pencil, indistinct marks, and frequent use of the eraser to obliterate marks hastily or incorrectly made are all faults to be avoided.

2.88. In reading proof of wide tables, the reader should place the correction in white space as near as possible to the error, thus aiding all who handle the proof afterward. The reader should obliterate entirely a defective figure and rewrite it in a ring and should not use the transposition mark in little-known words or in figures. It is better to cancel the letters or figures and write them in the margin in the order in which they are to appear.

2.89. Proofreaders and revisers must draw a ring around footnote references on proofs.

2.90. Readers must not make important changes in indentions or tables without consulting the Referee.

2.91. The marks of the copy preparer will be followed, as he or she is in a position to know more about the peculiarities of a job than one who reads but a small portion of it.

2.92. Any mark which will change the proof from the copy as prepared must be enclosed in a ring.

2.93. All instructions on copy must be carried on proof by readers.

2.94. Folios of copy must be run by the copyholder and checked against those marked on the proof.

2.95. In reading copy an unnecessarily loud tone of voice must be avoided. Short words are as important as long ones, and should be pronounced distinctly. Plurals should be sounded clearly, and names of persons or places pronounced distinctly or read by letters.

IMPOSITION

2.96. Imposition is the general term applied to the task of laying out pages of plates or negatives for press. Imposing refers specifically to laying or arranging pages so that a press sheet, when printed and folded, will produce a signature with pages in proper sequence. A page is considered the unit of a signature; the two companion pages, the unit in imposition. Whether the imposition is from the outside or inside, a long or a broad form, work and turn, or sheetwise, these companion pages are never separated; their position in the printed pamphlet is determined by the fold.

2.97. In the layout of pages, each page must be in its proper sequence, determined by the type of fold desired. Margins are governed by the trim size of finished book or pamphlet. After trim size has been established, the sheet size of stock is selected. For example, GPO standard octavo is type width, 26½ picas; type depth, 45 picas; trim size of finished book or pamphlet, 5⅞ by 9⅛ inches. The number of pages to be printed is broken down into signatures of 16 pages each and the most practical layout is chosen. In this case, four rows of four pages each. Thus stock size is four times 5⅞ inches for width and four times 9⅛ inches for depth. As it is necessary to allow a minimum of ⅛-inch trim after signatures are folded, the sheet size will be 24 by 38 inches, standard stock size. The margins, which are the back, or binding edge, head or top, outside, and foot or bottom, are then determined by allowing enough white space from the type area to give a proper balance to the finished book. It is generally agreed that a 4-pica back and a 3-pica head, after trim, are standard margins for this particular trim size on saddle stitch or sewed jobs. Other standards have been incorporated in the GPO Layout Book. These margins are followed unless requisition specified nonstandard margins.

2.98. To illustrate further that these companion pages are the unit of imposition, it will be found when determining margins that these two pages are always printed in the center of the untrimmed sheet. The other two companion pages that make up the quarter of the 16 are likewise printed in the center of the quarter sheet, which is 19 inches, one-half of the 38-inch way. It will thus be observed that two pages were used to get the outside margins, and another multiple of two (four) to get the bottom margins.

2.99. Margins should be governed by the trimmed book and not by the untrimmed sheet. The back margin or gutter should be such that it will bring the pages nearly in the center of the open printed book, putting any excess space in the outer margins, except in books that are to be side stitched, in which additional space must be allowed for the stitching. The margins should be so planned that when the book is delivered from the binder the back margin is less than the outside. The top margin of the trimmed book should be at least 3 picas and the bottom margin at least 4 picas. The outside margin should be at least 1 pica greater than the back but not as wide as the bottom margin.

2.100. If a running head is used, the head margin should be the same as the back margin; but if a bottom folio is used, that line and the slug above it should be counted as part of the margin. (See also rules 2.10–2.11.)

REVISING

Galley revising

2.101. The importance of revising proofs cannot be overemphasized. Although a reviser is not expected to read proof, it is not enough to follow the marks found on the proof. He or she should be alert to detect errors and inconsistencies and must see that all corrections have been properly made and that words or lines have not been transposed or eliminated in making the corrections.

2.102. A reviser must not remodel the punctuation of the readers or make any important changes. If an important change should be made, the reviser must submit the proposed change to the supervisor for decision.

2.103. In the body of the work, new pages must be properly indicated on the proof. (For new page information, see under "Makeup".)

2.104. All instructions and queries on proofs must be transferred to the revises.

2.105. Extension numbers must be carried on revise proofs.

Page revising

2.106. Page revising requires great diligence and care. The reviser must see that the rules governing the instructions of previous workers have been followed.

2.107. The reviser is responsible for marking off all bleed and off-center pages.

2.108. A blank page must be indicated at the bottom of the preceding page.

2.109. Special care must be exercised in revising corrected matter. If it appears that a correction has not been made, the reviser should carefully examine each line on the page to see if the correction was inserted in the wrong place.

2.110. The following rules must be carefully observed:

a. See that proof is clean and clear; send for another if necessary.

b. Before beginning page revising, see that galley proofs run consecutively and that in continuous makeup the matter on the galleys connects.

c. Make sure that different sets of proofs of the same job are correctly marked in series ("R," "2R," "3R," etc.); where a sheet is stamped "Another proof," carry the same designating "R" on the corresponding clean proof. Advance the "R," "2R," "3R," etc., on each set of page proofs returned from the originating office.

d. See that page folios are consecutive. Make sure running heads are correct. Observe connection pages. Verify proper sequence of footnote references and footnotes, and check that footnotes appear or begin on the same page as the corresponding reference.

e. Watch for dropouts, doublets, and transpositions.

f. Legend lines of full-page illustrations that run broad should be printed to read up—that is, the even-page legend on the binding or inside margin and the odd-page legend on the outside margin.

g. If a footnote is eliminated, do not renumber the footnotes; just change footnote to read "Footnote eliminated."

2.111. If a footnote is added in proof, use the preceding number with a superior letter added, as ^{15a}.

2.112. Where a table with footnotes falls at the bottom of a page containing footnotes to text, print the table footnotes above the text footnotes, separated by a rule 50 points long, flush left, with spacing on each side of the rule. (See also rule 13.88.)

Press revising

2.113. Press revising calls for the exercise of utmost care. The press reviser must be thoroughly familiar with the style and makeup of Government publications. He or she is required to OK all forms that go to press—bookwork, covers, jobwork, etc., and must see that all queries are answered. A knowledge of the bindery operations required to complete a book or job and familiarity with all types of imposition, folds, etc., is helpful. The reviser must be capable of ascertaining the proper head, back, and side margins for all work, to ensure proper trimming of the completed job.

2.114. Although speed is essential when forms reach the pressroom, accuracy must not be sacrificed.

SIGNATURE MARKS, ETC.

2.115. Unless otherwise indicated, signature marks are set 6-point lowercase and indented 3 ems.

2.116. Figures indicating the year should follow the jacket number in signature marks:

125-327—72——4 116-529—72—pt. 5——3 116-529—72—vol. 1——3
92-694*—72——2
92-694 O—72——2 92-694 OF—72——2 92-694 F—72——2 92-694^{m}-72——2
92-694^{v}—72——2

2.117. When allmark (O) and signature or imprint and signature appear on same page, the signature line is placed below the allmark but above the imprint.

2.118. The allmark is placed below the page, bulletin, or circular number but above the signature line, if both appear on the same page.

2.119. Imprints and signature lines appearing on short pages of text are placed at the bottom of the page.

2.120. All plated jobs take a degree mark (°) immediately after the jacket number in the signature line.

2.121. All offset jobs take a capital O immediately after the jacket number in the signature line. Offset-Fotosetter jobs are indicated by OF; Fotosetter by F.

2.122. When matrix is to be made of job, a superior *m* (^{m}) is placed immediately after jacket number in the signature line.

2.123. On a job reprinted on account of change, a black star (★) precedes the jacket number in the signature line and precedes the date on the title page:

★17-234—72——2 ★12-15-72

2.124. The following forms are used for signature marks in House and Senate documents and reports printed on session jackets:

H. Doc. 73, 92-1——2
S. Doc. 57, 92-2, pt. 1——2
H. Rept. 120, 92-2——8

S. Doc. 57, 92-1——2
S. Doc. 57, 92-2, vol. 1——2
S. Rept. 100, 92-2——9

2.125. In a document or report printed on other than a session jacket, use the jacket number, year, and signature number only, omitting the document or report number.

2.126. For pasters, the jacket number, the year, and the page to be faced by the paster are used as follows (note punctuation):

12-344——72 (Face p. 10)

2.127. On a paster facing an even page, the marks go at the lower right-hand side; on a paster facing an odd page, at the lower left side.

2.128. If more than one paster faces the same page, each is numbered as follows:

12-344——72 (Face p. 19) No. 1
12-344——72 (Face p. 19) No. 2

2.129. When a paster follows the text, the allmark is placed on the last page of the text and never on the paster.

REPRINTS, IMPRINTS, AND PRICE NOTICES

Reprints

2.130. To aid bibliographic identification of reprints or revisions, the dates of the original edition and of reprint or revision should be supplied by the author on the title page or in some other suitable place. Thus:

First edition July 1960
Reprinted July 1965

First printed June 1960
Revised June 1965

Original edition May 1955
Reprinted May 1958
Revised July 1960

2.131. The year in the imprint on cover, title page, or elsewhere is not changed from that in the original print, nor are the signatures changed, unless other mends are necessary.

Imprints

2.132. Unless otherwise stipulated, the Government Printing Office imprint must appear on all printed matter, except certain classified work.

2.133. Use full imprint on the title page of a congressional speech.

2.134. The imprint and allmark are not used together on any page; if one is used, the other is omitted.

2.135. The imprint is not used on a halftitle or (except on congressional hearings) on any page of a cover.

2.136. If there is a title page, the imprint is placed on the title page; but if there is no title page, or if the title page is entirely an illustration, the imprint is placed on the last page of the text 4 ems from flush right and below the bottom folio.

2.137. The Government Printing Office crest is used only on Government Printing Office publications. If it is printed on page II, the full imprint is used on the title page; if it is printed on the title page, use the half imprint only, thus—Washington : 1984.

Price notices

2.138. The use of price notices is discouraged. Where such notice is needed, see rule 2.139.

2.139. If there is a cover but no title page, the price notice is printed on page 1 of the cover. Unless otherwise indicated, if there is a title page, with or without a cover, the price notice is printed at the bottom of the title page below a cross rule; if there is no cover or title page, the price notice is printed at the end of the text, below the imprint, and the two are separated by a cross rule.

Samples of imprints, price notices, and stock numbers

2.140. On title page:

U.S. GOVERNMENT PRINTING OFFICE
WASHINGTON : 1984

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, DC 20402 - Price 00 cents

S/N 000-000-12345-6

2.141. On last page of text:

U.S. GOVERNMENT PRINTING OFFICE : 1984
(16 points)

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, DC 20402 - Price 00 cents

S/N 000-000-12345-6

U.S. GOVERNMENT PRINTING OFFICE: 1984

2.142. On last page of text (usually 4 ems from right), open star (☆) indicates outside purchase.

U.S. GOVERNMENT PRINTING OFFICE: 1984—455-995

2.143. Outside-purchase jobs which are reprinted by this Office use an em dash in lieu of open star.

—U.S. GOVERNMENT PRINTING OFFICE: 1984—455-995

2.144. Jobs which are set on outside purchase, but which are printed by this Office, use an asterisk in lieu of open star.

*U.S. GOVERNMENT PRINTING OFFICE: 1984—455-995

2.145. Jobs which are printed offset, take an O after the date.

U.S. GOVERNMENT PRINTING OFFICE: 1984 O—207-379

FRANKING

2.146. The franking (mailing) privilege on covers for Government publications should be at least 1⅛ inches from the trim.

Bibliographies or references

2.147. There are many styles available to bibliographers, for there are many classes of documents. A Government bulletin citation, according to one authority, would be treated as follows:

Author's name (if the article is signed); title of article (in quotation marks); the publication (usually in italic), with correct references to volume, number, series, pages, date, and publisher (U.S. Govt. Print. Off.).

Therefore the example would read:

U.S. Department of the Interior, "Highlights in history of forest and related natural source conservation," *Conservation Bulletin,* No. 41 (serial number not italic), Washington, U.S. Dept. of the Interior (*or* U.S. Govt. Print. Off.), 1966. 1 p. (*or* p. 1).

Another Government periodical citation would read as follows:

Reese, Herbert Harshman, "How To Select a Sound Horse," *Farmers' Bulletin,* No. 779, pp. 1-26 (1917), U.S. Dept. of Agriculture.

Clarity may be maintained by capitalizing each word in book titles, but only the first word in the title of articles.

Other examples are:

Preston W. Slosson, The Great Crusade and After: 1914-1928 (New York: Macmillan, 1930)

Edward B. Rosa, "The economic importance of the scientific work of the government," J. Wash. Acad. Sci. 10, 342 (1920)

Or:

Preston W. Slosson, *The Great Crusade and After: 1914-1928* (New York: Macmillan, 1930)

Edward B. Rosa, "The Economic Importance of the Scientific Work of the Government," *J. Wash. Acad. Sci.* 10, 342 (1920)

Note that the principal words in both book titles and titles of articles are capitalized. Consistency is more important in bibliographic style than the style itself.

The science of bibliography is covered in many texts, and the following references are available for study:

Bibliographic Procedures and Style: A Manual for Bibliographers in the Library of Congress. Superintendent of Documents, Washington, DC 20402.

Better Report Writing, by Willis H. Waldo. Reinhold Publishing Corp., New York, 1965.

Macmillan Handbook of English, by Robert F. Wilson. Macmillan Co., New York, 1982.

A Manual of Style, University of Chicago Press, Chicago, 1983.

Suggestions to Authors of the Reports of the U.S. Geological Survey. Superintendent of Documents, Washington, DC 20402.

Words Into Type, Prentice-Hall, New York, 1974.

NOTES

3. CAPITALIZATION

(See also Abbreviations; Guide to Capitalization)

3.1. It is impossible to give rules that will cover every conceivable problem in capitalization; but by considering the purpose to be served and the underlying principles, it is possible to attain a considerable degree of uniformity. The list of approved forms given on pages 35 to 61 will serve as a guide. Manifestly such a list cannot be complete. The correct usage with respect to any term not included can be determined by analogy or by application of the rules.

Proper names

3.2. Proper names are capitalized.

Rome
Brussels
John Macadam
Macadam family
Italy
Anglo-Saxon

Derivatives of proper names

3.3. Derivatives of proper names used with a proper meaning are capitalized.

Roman (of Rome)
Johannean
Italian

3.4. Derivatives of proper names used with acquired independent common meaning, or no longer identified with such names, are lowercased. Since this depends upon general and long-continued usage, a more definite and all-inclusive rule cannot be formulated in advance. A list of derivatives is given on pages 43–44.

roman (type)
brussels sprouts
venetian blinds
macadam (crushed rock)
watt (electric unit)
plaster of paris
italicize
anglicize
pasteurize

Common nouns and adjectives in proper names

3.5. A common noun or adjective forming an essential part of a proper name is capitalized; the common noun used alone as a substitute for the name of a place or thing is not capitalized.

Massachusetts Avenue; the avenue
Washington Monument; the monument
Statue of Liberty; the statue
Hoover Dam; the dam
Boston Light; the light
Modoc National Forest; the national forest
Panama Canal; the canal
Soldiers' Home of Ohio; the soldiers' home
Johnson House (hotel); Johnson house (residence)
Crow Reservation; the reservation
Federal Express; the express
Cape of Good Hope; the cape
Jersey City; *also* Washington City; *but* city of Washington; the city
Cook County; the county
Great Lakes; the lakes
Lake of the Woods; the lake
North Platte River; the river
Lower California; *but* lower Mississippi
Charles the First; Charles I
Seventeenth Census; the 1960 census

3.6. If a common noun or adjective forming an essential part of a name becomes separated from the rest of the name by an intervening common noun or adjective, the entire expression is no longer a proper noun and is therefore not capitalized.

Union Station: union passenger station
Eastern States: eastern farming States
Western States: western farming States

3.7. A common noun used alone as a well-known short form of a specific proper name is capitalized.

the Capitol (at Washington); *but* State capitol (building)
the Channel (English Channel)
the District (District of Columbia)
the Soldiers' Home (District of Columbia only)

3.8. The plural form of a common noun capitalized as part of a proper name is also capitalized.

Seventh and I Streets
Lakes Erie and Ontario
Potomac and James Rivers
State and Treasury Departments
British and French Governments
Presidents Washington and Adams

3.9. A common noun used with a date, number, or letter, merely to denote time or sequence, or for the purpose of reference, record, or temporary convenience, does not form a proper name and is therefore not capitalized. (See also rule 3.39.)

abstract B
act of 1928
amendment 5
apartment 2
appendix C
article 1
book II
chapter III
chart B
class I
collection 6
column 2
drawing 6
exhibit D
figure 7
first district (not congressional)
form 4
graph 8
group 7
history 3
interstate 95
mile 7.5
page 2
paragraph 4
part I
phase 3
plate IV
region 3
room A722
rule 8
schedule K
section 3
signature 4
spring 1926
State route 236
station 27
table 4
title IV
treaty of 1919
volume X
war of 1914
ward 2

3.10. The following terms are lowercased, even with a name or number. (For capitalized forms, see geographic terms, pp. 47–48.)

aqueduct
breakwater
buoy
chute
dam (*but* capitalize with proper name)
dike
dock
drydock
irrigation project
jetty
levee
lock
pier
reclamation project
ship canal
shipway
slip
spillway
tunnel (*but* capitalize with proper name)
watershed
weir
wharf

Definite article in proper place names

3.11. To achieve greater distinction or to adhere to the authorized form, the word *the* (or its equivalent in a foreign language) used as a part of an official name or title is capitalized. When such name or title is used adjectively, *the* is not capitalized, nor is it supplied at any time when not in copy.

British Consul v. *The Mermaid* (title of legal case)
The Dalles (OR); The Weirs (NH); *but* the Dalles region; the Weirs streets
The Hague; *but* the Hague Court; the Second Hague Conference
El Salvador; Las Cruces; L'Esterel

The Mall (Washington, DC)
The Gambia
The Netherlands
but the Congo, the Sudan

3.12. In common practice, rule 3.11 is disregarded in references to newspapers, periodicals, vessels, airships, trains, firm names, etc.

the Times
the Atlantic Monthly
the Washington Post
the *Mermaid*
the *Los Angeles*
the *U-3*
the Federal Express
the National Photo Co.

Particles in names of persons

3.13. In foreign names such particles as *d', da, de, della, den, du, van,* and *von* are capitalized unless preceded by a forename or title. Individual usage, if ascertainable, should be followed.

Da Ponte; Cardinal da Ponte
Den Uyl; Johannes den Uyl; Prime Minister den Uyl
Du Pont; E.I. du Pont de Nemours & Co.
Van Rensselaer; Stephen van Rensselaer
Von Braun; Wernher von Braun
but d'Orbigny; Alcide d'Orbigny; de la Madrid; Miguel de la Madrid

3.14. In anglicized names such particles are usually capitalized, even if preceded by a forename or title, but individual usage, if ascertainable, should be followed.

Justice Van Devanter; Reginald De Koven
Thomas De Quincey; William De Morgan
Henry van Dyke (his usage)
Samuel F. Du Pont (his usage); Irénée du Pont
(for firm names, see p. 46)

3.15. If copy is not clear as to the form of such a name (for example, *La Forge* or *Laforge*), the two-word form should be used.

De Kalb County (AL, GA, IL, IN); *but* DeKalb County (TN)

3.16. In names set in capitals, *de, von,* etc., are also capitalized.

Names of organized bodies

3.17. The full names of existing or proposed organized bodies and their shortened names are capitalized; other substitutes, which are most often regarded as common nouns, are capitalized only in certain specified instances to indicate preeminence or distinction. (See list on pp. 35–61.)

National governmental units:
- U.S. Congress: 98th Congress; the Congress; Congress; the Senate; the House; Committee of the Whole, the Committee; *but* committee (all other congressional committees)
- Department of Agriculture: the Department; Division of Publications, the Division; *similarly* all departmental units; *but* legislative, executive, and judicial departments
- Bureau of the Census: the Census Bureau, the Bureau; *but* the agency
- Geological Survey: the Survey
- Interstate Commerce Commission: the Commission
- Government Printing Office: the Printing Office, the Office
- American Embassy, British Embassy: the Embassy; *but* the consulate; the consulate general
- Treasury of the United States: General Treasury; National Treasury; Public Treasury; the Treasury; Treasury notes; New York Subtreasury, the subtreasury
- Department of Defense:
  - Military Establishment; Armed Forces; All-Volunteer Forces; *but* armed services

U.S. Army: the Army; All-Volunteer Army; the Infantry; 81st Regiment; Army Establishment: the Army Band; Army officer; Regular Army officer; Reserve officer; Volunteer officer; *but* army shoe; Grant's army; Robinson's brigade; the brigade; the corps; the regiment; infantryman
U.S. Navy: the Navy; the Marine Corps; Navy (Naval) Establishment; Navy officer; *but* naval shipyard; naval officer; naval station
U.S. Air Force: the Air Force
U.S. Coast Guard: the Coast Guard
French Ministry of Foreign Affairs; the Ministry; French Army; British Navy
International organizations:
United Nations: the Council; the Assembly; the Secretariat
Permanent Court of Arbitration: the Court; the Tribunal (only in the proceedings of a specific arbitration tribunal)
Hague Peace Conference of 1907: the Hague Conference; the Peace Conference; the Conference
Common-noun substitutes:
Virginia Assembly: the assembly; the senate; the house of delegates
California State Highway Commission: Highway Commission of California; the highway commission; the commission
Montgomery County Board of Health: the Board of Health, Montgomery County; the board of health; the board
Common Council of the City of Pittsburgh: the common council; the council
Buffalo Consumers' League: the consumers' league; the league
Republican Party: the party
Southern Railroad Co.: the Southern Railroad; Southern Co.; Southern Road; the railroad company; the company
Riggs National Bank: the Riggs Bank; the bank
Metropolitan Club: the club
Yale School of Law: Yale University School of Law; School of Law, Yale University; school of law

3.18. The names of members and adherents of organized bodies are capitalized to distinguish them from the same words used merely in a descriptive sense.

a Representative (U.S. Congress)
a Republican
an Elk
a Liberal
a Shriner
a Socialist
an Odd Fellow
a Communist
a Boy Scout
a Knight (K.C., K.P., etc.)

Names of countries, domains, and administrative divisions

3.19. The official designations of countries, national domains, and their principal administrative divisions are capitalized only if used as part of proper names, as proper names, or as proper adjectives. (See table on p. 230.)

United States: the Republic; the Nation; the Union; the Government; *also* Federal, Federal Government; *but* republic (when not referring specifically to one such entity); republican (in general sense); a nation devoted to peace
New York State: the State, a State (a definite political subdivision of first rank); State of Veracruz; Balkan States; six States of Australia; State rights; *but* state (referring to a federal government, the body politic); foreign states; church and state; statehood; state's evidence
Territory (Canada): Yukon, Northwest Territories; the Territory(ies), Territorial; *but* territory of American Samoa, Guam, Virgin Islands
Dominion of Canada: the Dominion; *but* dominion (in general sense)
Ontario Province, Province of Ontario: the Province, Provincial; *but* province, provincial (in general sense)
Crown Colony of Hong Kong, Cyprus: the colony, crown colony

3.20. The similar designations *commonwealth, confederation (federal), government, nation (national), powers, republic,* etc., are capitalized only if used as part of proper names, as proper names, or as proper adjectives.

British Commonwealth, Commonwealth of Virginia: the Commonwealth: *but* a commonwealth government (general sense)
Swiss Confederation: the Confederation; the Federal Council; the Federal Government; *but* confederation, federal (in general sense)
French Government: the Government; French and Italian Governments; Soviet Government; the Governments; *but* government (in general sense); the Churchill government; European governments
Cherokee Nation: the nation; *but* Greek nation; American nations
National Government (of any specific nation); *but* national customs
Allied Powers, Allies (in World Wars I and II); *but* our allies, weaker allies; Central Powers (in World War I); *but* the powers; European powers
Republic of South Africa: the Republic; *but* republic (in general sense)

Names of regions, localities, and geographic features

3.21. A descriptive term used to denote a definite region, locality, or geographic feature is a proper name and is therefore capitalized; also for temporary distinction a coined name of a region is capitalized.

the North Atlantic States; the Gulf States; the Central States; the Pacific Coast States; the Lake States; East North Central States; Eastern North Central States; Far Western States; Eastern United States
the West; the Midwest; the Middle West; Far West
the Eastern Shore (Chesapeake Bay)
the Badlands (SD and NE)
the Continental Divide (Rocky Mountains)
Deep South; Midsouth
the Occident; the Orient
the Far East
Far Eastern; the East
Middle East, Middle Eastern, Mideast, Mideastern (Asia)
Near East (Balkans, etc.)
the Promised Land
the Continent (continental Europe)
the Western Hemisphere
the North Pole; the North and South Poles
the Temperate Zone; the Torrid Zone
the East Side, Lower East Side (sections of a city)
Western Germany; Western Europe (political entities)
but lower 48 (States); the Northeast corridor

3.22. A descriptive term used to denote mere direction or position is not a proper name and is therefore not capitalized.

north; south; east; west
northerly; northern; northward
eastern; oriental; occidental
east Pennsylvania; southern California
northern Virginia
west Florida; *but* West Florida (1763–1819)
eastern region; western region
north-central region
east coast; eastern seaboard
central Europe; south Germany; southern France
but East Germany; West Germany (political entities)

Names of calendar divisions

3.23. The names of divisions are capitalized.

January; February; March; etc.
Monday; Tuesday; Wednesday; etc.
but spring; summer; autumn (fall); winter

Names of historic events, etc.

3.24. The names of holidays, ecclesiastic feast and fast days, and historic events are capitalized.

Battle of Bunker Hill
Christian Era; Middle Ages; *but* 20th century
Feast of the Passover; the Passover
Fourth of July; the Fourth
Reformation
Renaissance
Veterans Day
War of 1812; World War II; *but* war of 1914; Korean war

Trade names

3.25. Trade names, variety names, and names of market grades and brands are capitalized. Common nouns following such names are not capitalized. (See market grades, p. 50; trade names, pp. 58–59.)

Foamite (trade name)
Plexiglas (trade name)
Snow Crop (trade name)
Choice lamb (market grade)
Yellow Stained cotton (market grade)
Red Radiance rose (variety)

Scientific names

3.26. The names of a phylum, class, order, family, or genus is capitalized; the name of a species is not capitalized, even though derived from a proper name. (See rule 11.9.)

Arthropoda (phylum), Crustacea (class), Hypoparia (order), Agnostidae (family), *Agnostus* (genus)
Agnostus canadensis; Aconitum wilsoni; Epigaea repens (genus and species)

3.27. In scientific descriptions coined terms derived from proper names are not capitalized.

aviculoid
menodontine

3.28. A plural formed by adding *s* to a Latin generic name is capitalized.

Rhynchonellas
Spirifers

3.29. In soil science the 24 soil classifications are capitalized. (For complete list, see p. 56.)

Alpine Meadow
Bog
Brown

3.30. Capitalize the names of the celestial bodies Sun and Moon, as well as the planets Earth, Mercury, Venus, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto. Lowercase the word *moon* in such expressions as "the moons of Jupiter."

3.31. For lists of geologic and physiographic terms, see page 227.

Fanciful appellations

3.32. A fanciful appellation used with or for a proper name is capitalized.

Big Four
Dust Bowl
Great Society
Holocaust
Hub (Boston)
Keystone State
New Deal
New Federalism
New Frontier
Prohibition
Great Depression
Third World

Personification

3.33. A vivid personification is capitalized.

The Chair recognized the gentleman from New York.
For Nature wields her scepter mercilessly.
All are architects of Fate,
Working in these walls of Time.

Religious terms

3.34. Words denoting the Deity except *who, whose,* and *whom;* names for the Bible and other sacred writings and their parts; and names of confessions of faith and of religious bodies and their adherents and words specifically denoting Satan are all capitalized.

Heavenly Father; the Almighty; Lord; Thee; Thou; He; Him; *but* himself; [God's] fatherhood

Mass; red Mass; Communion
Divine Father; *but* divine providence; divine guidance; divine service
Son of Man; Jesus' sonship; the Messiah; *but* a messiah; messiahship; messianic; messianize; christology; christological
Bible, Holy Scriptures, Scriptures, Word; Koran; *also* Biblical; Scriptural; Koranic
New Testament; Ten Commandments
Gospel (memoir of Christ); *but* gospel truth
Apostles' Creed; Augsburg Confession; Thirty-nine Articles
Episcopal Church; an Episcopalian; Catholicism; a Protestant
Christian; *also* Christendom; Christianity; Christianize
Black Friars; Brother(s); King's Daughters; Daughter(s); Ursuline Sisters; Sister(s)
Satan; His Satanic Majesty; Father of Lies; the Devil; *but* a devil; the devils; devil's advocate

Titles of persons

3.35. Civil, religious, military, and professional titles, as well as those of nobility, immediately preceding a name are capitalized.

President Reagan
King George
Ambassador Gibson
Lieutenant Fowler
Chairman Smith
Dr. Bellinger
Nurse Cavell
Professor Leverett
Examiner Jones (law)
Vice-Presidential candidate White
but baseball player Jones
maintenance man Smith

3.36. To indicate preeminence or distinction in certain specified instances, a common-noun title immediately following the name of a person or used alone as a substitute for it is capitalized.

Title of a head or assistant head of state:
  Ronald W. Reagan, President of the United States: the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; ex-President Carter: former President Truman; *similarly* the Vice President; the Vice-President-elect; ex-Vice-President Mondale
  Charles Robb, Governor of Virginia: the Governor of Virginia; the Governor; *similarly* the Lieutenant Governor; *but* secretary of state of Idaho; attorney general of Maine
Title of a head or assistant head of an existing or proposed National governmental unit:
  George P. Shultz, Secretary of State: the Secretary; *similarly* the Acting Secretary; the Under Secretary; the Assistant Secretary; the Director; the Chief or Assistant Chief; the Chief Clerk; etc.; *but* Secretaries of the military departments; secretaryship
Titles of the military:
  General of the Army(ies): United States only; Supreme Allied Commander; Gen. John W. Vessey, Chairman, Joint Chiefs of Staff; Joint Chiefs of Staff; Chief of Staff, U.S. Air Force; the Chief of Staff; *but* the commanding general; general (military title standing alone not capitalized)
Titles of members of diplomatic corps:
  Walter S. Gifford, Ambassador Extraordinary and Plenipotentiary: the American Ambassador; the British Ambassador; the Ambassador; the Senior Ambassador; His Excellency; *similarly* the Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister; the Chargé d'Affaires; the Chargé; Ambassador at Large; Minister Without Portfolio; *but* the consul general; the consul; the attaché; etc.
Title of a ruler or prince:
  Elizabeth II, Queen of England: the Queen; the Crown; Her Most Gracious Majesty; Her Majesty; *similarly* the Emperor; the Sultan; etc.
  Charles, Prince of Wales: the Prince; His Royal Highness
Titles not capitalized:
  Charles F. Hughes, rear admiral, U.S. Navy: the rear admiral
  Lloyd H. Elliott, president of George Washington University: the president
  C.H. Eckles, professor of dairy husbandry: the professor
  Patricia Rowles, chairwoman of the committee; the chairman; the chairperson; the chair

3.37. In formal lists of delegates and representatives of governments, all titles and descriptive designations immediately following the names should be capitalized if any one is capitalized.

3.38. A title in the second person is capitalized.

Your Excellency
Your Highness
Your Honor

Mr. Chairman
Madam Chairman
Mr. Secretary

Not salutation:
my dear General
my dear sir

Titles of publications, papers, documents, acts, laws, etc.

3.39. In the full or short English titles of periodicals, series of publications, annual reports, historic documents, and works of art, the first word and all important words are capitalized.

Statutes at Large; Revised Statutes; District Code; Bancroft's History; Journal (House or Senate) (short titles); *but* the code; the statutes
Atlantic Charter; Balfour Declaration; *but* British white paper
Chicago's American; *but* Chicago American Publishing Co.
Reader's Digest; *but* New York Times Magazine; Newsweek magazine
Monograph 55; Research Paper 123; Bulletin 420; Circular A; Article 15: Uniform Code of Military Justice; Senate Document 70; House Resolution 45; Presidential Proclamation No. 24; Executive Order No. 24; Royal Decree No. 24; Public Law 89–1; Private and Union Calendars; Calendar No. 80; Calendar Wednesday; Committee Print No. 32, committee print; *but* Senate bill 416; House bill 61
Annual Report of the Public Printer, 1966; *but* seventh annual report, 19th annual report (see rule 12.10)
Declaration of Independence; the Declaration
Constitution (United States or with name of country); constitutional; *but* New York State constitution: first amendment, 12th amendment (see rule 12.10).
Kellogg Pact; North Atlantic Pact; Atlantic Pact; Treaty of Versailles; Jay Treaty; *but* treaty of peace, the treaty (descriptive designations); treaty of 1919
United States v. *Four Hundred Twenty-two Casks of Wine* (law) (see also rule 17.12).
The Blue Boy, Excalibur, Whistler's Mother (paintings)

3.40. All principal words are capitalized in titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including television and radio programs), papers, short poems, reports, songs, subheadings, subjects, and themes. The foregoing are also quoted. (See rule 8.132, for examples of capitalization and use of quotation marks.)

3.41. In the short or popular titles of acts (Federal, State, or foreign) the first word and all important words are capitalized.

Revenue Act; Walsh-Healey Act; Freedom of Information Act; Classification Act; *but* the act; Harrison narcotic law; Harrison narcotic bill; interstate commerce law; sunset law

3.42. The capitalization of the titles of books, etc., written in a foreign language is to conform to national practice in that language.

First words

3.43. The first word of a sentence, of an independent clause or phrase, of a direct quotation, of a formally introduced series of items or phrases following a comma or colon, or of a line of poetry, is capitalized. (See rule 8.25.)

The question is, Shall the bill pass?
He asked, "And where are you going?"
The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.

Lives of great men all remind us
We can make our lives sublime.

3.44. The first word of a fragmentary quotation is not capitalized.

He objected "to the phraseology, not to the ideas."

3.45. The first word following a colon, an exclamation point, or a question mark is not capitalized if the matter following is merely a supplementary remark making the meaning clearer.

Revolutions are not made: they come.
Intelligence is not replaced by mechanism: even the televox must be guided by its master's voice.
But two months dead! nay, not so much; not two.
What is this?
Your knees to me? to your corrected son?

3.46. The first word following *Whereas* in resolutions, contracts, etc., is not capitalized; the first word following an enacting or resolving clause is capitalized.

Whereas the Constitution provides * * *; and
Whereas Congress has passed a law * * *;
Whereas, moreover, * * *: Therefore be it
Whereas the Senate provided for the * * *: Now, therefore, be it
Resolved, That * * *; and be it further
Resolved (jointly), That * * *
Resolved by the House of Representatives (the Senate concurring), That * * *. (Concurrent resolution, Federal Government.)
Resolved by the Senate of Oklahoma (the House of Representatives concurring therein), That * * *. (Concurrent resolution, using name of State.)
Resolved by the senate (the house of representatives concurring therein), That * * * . (Concurrent resolution, not using name of State.)
Resolved by the Assembly and Senate of the State of California (jointly), That * * * (Joint resolution, using name of State.)
Resolved by the Washington Board of Trade, That * * *
Provided, That * * *
Provided further, That * * *
Provided, however, That * * *
And provided further, That * * *
Ordered, That * * *
Be it enacted, That * * *

Center and side heads

3.47. Unless otherwise marked, (1) centerheads are set in capitals, and (2) sideheads are set in lowercase and only the first word and proper names are capitalized, In centerheads making two lines, wordbreaks should be avoided. The first line should be centered and set as full as possible.

3.48. Except as indicated elsewhere, everything in a cap heading is set in caps; in a cap and small-cap heading, in caps and small caps; and in a small-cap heading, in small caps, including, if available, parentheses, brackets, and figures.

3.49. In heads set in caps, a small-cap *c* or *ac,* if available, is used in such names as *McLean* or *MacLeod;* otherwise a lowercase *c* or *ac* is used. In heads set in small caps, a space is used after the *c* or the *ac.*

3.50. In such names as *LeRoy, DeHostis, LaFollette,* etc. (one-word forms only), set in caps, the second letter of the particle is made a small cap, if available; otherwise lowercase is used. In heads set in small caps, a space is used. (See rule 3.15.)

3.51. In matter set in caps and small caps or caps and lowercase, capitalize all principal words, including parts of compounds which would be capitalized standing alone. The articles *a, an,* and *the;* the prepositions *at, by, for, in, of, on, to,* and *up;* the conjunctions *and, as, but, if, or,* and *nor;* and the second element of a compound numeral are not capitalized. (See also rule 8.132.)

World en Route to All-Out War
Curfew To Be Set at 10 o'Clock
Man Hit With 2-Inch Pipe
No-Par-Value Stock for Sale
Yankees May Be Winners in Zig-Zag Race
Ex-Senator Is To Be Admitted
Notice of Filing and Order on Exemption From Requirements
but Building on Twenty-first Street (if spelled)
One Hundred and Twenty-three Years (if spelled)
Only One-tenth of Shipping Was Idle
Many 35-Millimeter Films in Production
Built-Up Stockpiles Are Necessary (*Up* is an adverb here)
His Per Diem Was Increased (*Per Diem* is used as a noun here); Lower Taxes per Person (*per* is a preposition here)

3.52. If a normally lowercased short word is used in juxtaposition with a capitalized word of like significance, it should also be capitalized.

Buildings In and Near Minneapolis

3.53. In a heading set in caps and lowercase or in caps and small caps, a normally lowercased last word, if it is the only lowercased word in the heading, should also be capitalized.

All Returns Are In

3.54. The first element of an infinitive is capitalized.

Controls To Be Applied; *but* Aid Sent to Disaster Area

3.55. In matter set in caps and small caps, such abbreviations as *etc., et al.,* and *p.m.* are set in small caps; in matter set in caps and lowercase, these abbreviations are set in lowercase.

PLANES, GUNS, SHIPS, ETC.	Planes, Guns, Ships, etc.
JAMES BROS. ET AL. (no comma)	James Bros. et al.
IN RE THE 8 P.M. MEETING	In re the 8 p.m. Meeting

3.56. Accents in cap lines should be omitted even if the same words carry accents in text.

3.57. Paragraph series letters in parentheses appearing in heads set in caps, caps and small caps, small caps, or in caps and lowercase are to be set as in copy.

SECTION 1.580 (f)(1)

Addresses, salutations, and signatures

3.58. The first word and all principal words in addresses, salutations, and signatures are capitalized. (See "Datelines, Addresses, and Signatures," p. 205.)

Interjections

3.59. The interjection *O* is always capitalized; within a sentence other interjections are not capitalized.

Sail on, O Ship of State!
For lo! the days are hastening on.
But, oh, how fortunate!

Historic or documentary accuracy

3.60. Where historic, documentary, technical, or scientific accuracy is required, capitalization and other features of style of the original text should be followed.

3.61. Where strict adherence to a rule on capitalization in headings detracts from an intended meaning or effect, the supervisor in the markup section must be consulted.

NOTES

4. GUIDE TO CAPITALIZATION

(Based on the preceding rules for capitalization)

- A-bomb
- abstract B, 1, etc.
- Academy:
  - Air Force; the Academy
  - Andover; the academy
  - Coast Guard; the Academy
  - Merchant Marine; the Academy
  - Military; the Academy
  - National Academy of Sciences; the Academy of Sciences; the academy
  - Naval; the Academy
  - *but* service academies
- accord, Paris peace (see Agreement)
- accords, Helsinki
- Act (Federal, State, or foreign), short or popular title or with number; the act:
  - Appropriation
  - Classification
  - Economy
  - Flood Control
  - Lend-Lease Act; *but* lend-lease materials, etc.
  - National Teacher Corps
  - Organic Act of Virgin Islands
  - Panama Canal
  - Pay
  - Public Act 145 (see also Public Act)
  - Revenue
  - River and Harbor
  - Selective Training and Service
  - Stock Piling
  - Tariff
  - Trademark
  - Walsh-Healey Act; *but* Walsh-Healey law (or bill)
- act, Labor-Management Relations
- Acting, if part of capitalized title
- ACTION (independent Federal agency)[1]
- Adjutant General, the (see The)
- Administration, with name; capitalized standing alone if Federal unit:
  - Farmers Home
  - Food and Drug
  - Maritime
  - Veterans' (follow apostrophe)
  - *but* Reagan administration; administration bill, policy, etc.
- Administrative Law Judge Davis; Judge Davis; an administrative law judge
- Administrator of Veterans' Affairs; the Administrator
- Admiralty, British, etc.
- Admiralty, Lord of the
- Adviser, Legal (Department of State)
- Africa:
  - east
  - East Coast
  - north
  - South
  - South-West (Territory of)
  - West Coast
- Agency, if part of name; capitalized standing alone if referring to Federal unit:
  - Chippewa (Indian); the agency
  - Central Intelligence; the Agency
- Ages:
  - Age of Discovery
  - Dark Ages
  - Elizabethan Age
  - Golden Age (of Pericles only)
  - Middle Ages
  - *but* atomic age; Cambrian age; copper age; ice age; missile age; rocket age; space age; stone age; etc.
- Agreement, with name; the agreement:
  - General Agreement on Tariffs and Trade (GATT); the general agreement
  - International Wheat Agreement; the wheat agreement; the coffee agreement
  - Status of Forces; *but* status-of-forces agreements
  - *but* the Geneva agreement; the Potsdam agreement; Paris peace agreement
- Air Force:
  - Air National Guard (see National)
  - Base (see Base; Station)
  - Civil Air Patrol; Civil Patrol; the patrol
  - Command (see Command)
  - One (Presidential plane)
  - Reserve
  - Reserve Officers' Training Corps
  - WAF (see Women in the Air Force)
- Airport: La Guardia; National; the airport
- Alaska Native (collective term for Aleuts, Eskimos, and Indians of Alaska); the Native; *but others* a native of Alaska, Ohio, etc.
- Alliance, Farmers', etc.; the alliance
- Alliance for Progress; the Alliance

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[1] Not an acronym. Capitalization represents agency's preference.

- Alliance for Progress program
- alliances and coalitions (see also powers):
  - Allied Powers; the powers (World Wars)
- Atlantic alliance
  - Axis, the; Axis Powers; the powers
  - Benelux (Belgium, Netherlands, Luxembourg)
  - Big Four (European); of the Pacific
  - Big Three
  - Central Powers; the powers (World War I)
  - European Economic Community (see also Common Market)
  - Fritalux (France, Italy, Benelux countries)
  - North Atlantic Treaty Organization (see Organization)
  - Western Powers
  - Western Union (powers); the union
- Allied (World Wars I and II):
  - armies
  - Governments
  - Nations
  - peoples
  - Powers; the powers; *but* European powers
  - Supreme Allied Commander
- Allies, the (World Wars I and II); also members of Western bloc (political entity); *but* our allies; weaker allies, etc.
- Ambassador:
  - British, etc.; the Ambassador; the Senior Ambassador; His Excellency
  - Extraordinary and Plenipotentiary; the Ambassador; Ambassador at Large; an ambassador
- amendment:
  - Social Security Amendments of 1954; 1954 amendments; the social security amendments; the amendments
  - Baker amendment
  - to the Constitution (U.S.); first amendment, 14th amendment, etc. (see rule)
- American:
  - Federation of Labor and Congress of Industrial Organizations (AFL–CIO); the federation
  - Gold Star Mothers, Inc.; Gold Star Mothers; a Mother
  - Legion (see Legion)
  - National Red Cross; the Red Cross
  - Veterans of World War II (AMVETS)
  - War Mothers; War Mothers; a Mother
- Amtrak (National Railroad Passenger Corporation)
- Ancient Free and Accepted Masons; a Mason; a Freemason
- Annex, if part of name of building; the annex
- Antarctic Ocean (see Arctic; Ocean)
- anti-Reaganomics
- appendix 1, A, II, etc.; the appendix; *but* Appendix II, when part of title: Appendix II:[2] Education Directory
- appropriation bill (see also bill):
  - deficiency
  - Department of Agriculture
  - for any governmental unit
  - independent offices
- Arab States
- Arabic numerals
- Arboretum, National; the Arboretum
- Archipelago, Philippine, etc.; the archipelago
- Architect of the Capitol; the Architect
- Archives, National; the Archives
- Archivist of the United States; the Archivist
- Arctic:
  - Circle
  - Current (see Current)
  - Ocean
  - zone
  - *but* subarctic
- arctic (descriptive adjective):
  - clothing
  - conditions
  - fox
  - grass
  - night
  - seas
- Arctics, the
- Area,if part of name; the area:
  - Cape Hatteras Recreational
  - White Pass Recreation; etc.
  - *but* area 2; free trade area; Metropolitan Washington area; bay area
- Arlington:
  - Memorial Amphitheater; the Memorial Amphitheater; the amphitheater
  - Memorial Bridge (see Bridge)
  - National Cemetery (see Cemetery)
- Arm, Cavalry, Infantry, etc. (military); the arm
- Armed Forces (synonym for overall Military Establishment); British Armed Forces; the armed forces of the United States
- armed services
- armistice
- Armory, Springfield, etc.; the armory
- Army, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Army:
  - Active
  - Adjutant General, the
  - All-Volunteer
  - Band (see Band)
  - branches; Gordon Highlanders; Royal Guards; etc.
  - Brigade, 1st, etc.; the brigade; Robinson's brigade
  - Command (see Command)
  - Command and General Staff College (see College)

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[2] The colon is preferred; a dash is permissible; but a comma is too weak.

Army—Continued
  Company A; A Company; the company
  Confederate (referring to Southern Confederacy); the Confederates
  Continental; Continentals
  Corps (see Corps)
  District of Washington (military); the district
  Division, 1st, etc.; the division
  Engineers (the Corps of Engineers); the Engineers; *but* Army engineer
  Establishment
  Field Establishment
  Field Forces (see Forces)
  Finance Department; the Department
  1st, etc.
  General of the Army; *but* the general
  General Staff; the Staff
  Headquarters, 1st Regiment
  Headquarters of the; the headquarters
  Hospital Corps (see Corps)
  Medical Museum (see Museum)
  Organized Reserves; the Reserves
  Regiment, 1st, etc.; the regiment
  Regular Army officer; a Regular
  Revolutionary (American, British, French, etc.)
  service
  Surgeon General, the (see Surgeon General)
  Volunteer; the Volunteers; a Volunteer
army:
  Lee's army; *but* Clark's 5th Army
  mobile
  mule, shoe, etc.
  of occupation; occupation army
  Red
Arsenal, Rock Island, etc.; the arsenal
article 15; *but* Article 15, when part of title: Article 15:[3] Uniform Code of Military Justice
Articles of Confederation (U.S.)
Assembly of New York; the assembly (see also Legislative Assembly)
Assembly (see United Nations)
Assistant, if part of capitalized title; the assistant
assistant, Presidential (see Presidential)
Assistant Secretary (see Secretary)
Associate Justice (see Supreme Court)
Association, if part of name; capitalized standing alone if referring to Federal unit:
  American Association for the Advancement of Science; the association
  Federal National Mortgage (Fannie Mae); the Association
  Young Women's Christian; the association
Astrophysical Observatory (see Observatory)
Atlantic:
  Charter (see Charter)

Atlantic—Continued
  coast
  community
  Coast States
  Destroyer Flotilla; the destroyer flotilla; the flotilla
  Fleet (see Fleet)
  mid-Atlantic
  North
  Pact (see Pact)
  seaboard
  slope
  South
  time, standard time (see time)
  but cisatlantic; transatlantic
Attorney General (U.S.); *but* attorney general of Maine, etc.
attorney, U.S.
Authority, capitalized standing alone if referring to Federal unit:
  National Shipping; the Authority
  Port of New York; the port authority; the authority
  St. Lawrence Seaway Authority of Canada; the authority
  Tennessee Valley; the Authority
autumn
Avenue, Constitution, etc.; the avenue
Award: Academy, Distinguished Service, Merit, Mother of the Year, etc.; the award (see also decorations, etc.)
Axis, the (see alliances)
Ayatollah

Badlands (SD and NE)
Balkan States (see States)
Baltic States (see States)
Band, if part of name; the band:
  Army, Marine, Navy
  Eastern, etc. (of Cherokee Indians)
Bank, if part of name; the bank; capitalized standing alone if referring to international bank:
  Export-Import Bank of Washington (Eximbank or Exim); Export-Import Bank; the Bank
  Farm Loan Bank of Dallas; Dallas Farm Loan Bank; farm loan bank; farm loan bank at Dallas
  Farmers & Mechanics, etc.
  Federal home loan bank at Cumberland
  Federal Land Bank of Louisville; Louisville Federal Land Bank; land bank at Louisville; Federal land bank
  Federal Reserve Bank of New York; Richmond Federal Reserve Bank; *but* Reserve bank at Richmond; Federal Reserve bank; Reserve bank; Reserve city
  First National, etc.
  German Central; the Bank
  International Bank for Reconstruction and Development; the Bank
  International Monetary; the Bank
  International World; the Bank

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[3] See footnote 2, p. 36.

Bank—Continued
  but blood bank, central reserve, soil bank
Barracks, if part of name; the barracks:
  Carlisle
  Disciplinary (Leavenworth)
  Marine (District of Columbia)
  but A barracks; barracks A; etc.
Base, Andrews Air Force; Air Force base; the base (see also Naval Base); *but* Sandia Base
Basin (see geographic terms)
Battery, the (New York City)
Battle, if part of name; the battle:
  of Gettysburg; *but* battle at Gettysburg; etc.
  of the Bulge; of the Marne; of the Wilderness; of Waterloo; etc.
battlefield, Bull Run, etc.
battleground, Manassas, etc.
Bay, San Francisco Bay area; the bay area
Belt, if part of name; the belt:
  Bible
  Corn
  Cotton
  Dairy
  Ice
  Sun
  Wheat
  but money belt
Beltway, capitalized with name; the beltway
Bench (see Supreme Bench)
Benelux (see alliances)
Bible; Biblical; Scriptures; etc. (see also book)
bill, Kiess; Senate bill 217; House bill 31 (see also appropriation bill)
Bill of Rights (historic document); *but* GI bill of rights
Bizonia; bizonal; bizone
black (synonym for Negro)
Black Caucus (see Congressional)
Black Panther; Panther
bloc (see Western)
block (grants)
Bluegrass region, etc.
B'nai B'rith
Board, if part of name; capitalized standing alone only if referring to Federal, interdepartmental, or international board:
  Civil Aeronautics
  Employees' Compensation Appeals
  Federal Maritime
  Federal Reserve (see Federal)
  General (Navy)
  Loyalty Review
  Macy Board, etc. (Federal board with name of person)
  Military Production and Supply (NATO)
  of Directors (Federal unit); *but* board of directors (nongovernmental)
  of Health of Montgomery County; Montgomery County Board of Health; the board of health; the board
  of Managers (of the Soldiers' Home)
  of Regents (Smithsonian)
  of Visitors (Military and Naval Academies)
  on Geographic Names
Bolshevik; Bolsheviki (collective plural); Bolshevist; bolshevism
bond:
  Government
  savings
  series EE
  Treasury
book:
  books of the Bible
  First Book of Samuel; etc.
  Good Book (synonym for Bible)
  Ten Commandments
book 1, I, etc.; *but* Book 1, when part of title: Book 1:[4] The Golden Legend
border, United States-Mexican
Borough, if part of name: Borough of the Bronx; the borough
Botanic Garden (National); the garden (*not* Botanical Gardens)
Bowl, Dust, Ice, Rose, etc.; the bowl
Boxer Rebellion (see Rebellion)
Boy Scouts (the organization); a Boy Scout; a Scout; Scouting
Branch, if part of name; capitalized standing alone only if referring to a Federal unit:
  Accounts Branch
  Public Buildings Branch
  but executive, judicial, or legislative branch
Bridge, if part of name; the bridge:
  Arlington Memorial; Memorial
  Francis Scott Key; Key
  M Street
  but Baltimore & Ohio Railroad bridge
Brother(s) (adherent of religious order)
Budget of the United States (publication); the Budget (Office implied); the budget
budget:
  department
  estimate
  Federal
  message
  performance-type
  President's
Building, if part of name; the building:
  Capitol (see Capitol Building)
  Colorado
  House (or Senate) Office
  Investment
  New House (or Senate) Office
  Old House Office
  Pentagon
  the National Archives; the Archives
  Treasury; Treasury Annex
Bulletin 420; Farmers' Bulletin No. 420

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[4] See footnote 2, p. 36.

Bureau, if part of name; capitalized standing alone if referring to Federal or international unit:
  of Customs (name changed to U.S. Customs Service)
  of Engraving and Printing
  of Indian Affairs
  of Mines; Mines Bureau
  of Social Hygiene, New York; the bureau; etc.

Cabinet, American or foreign, if part of name or standing alone (see also foreign cabinets):
  British Cabinet; the Cabinet
  the President's Cabinet; the Cabinet; Cabinet officer, member
Calendar, if part of name; the calendar:
  Consent; etc.
  House
  No. 99; Calendars Nos. 1 and 2
  of Bills and Resolutions
  Private
  Senate
  Unanimous Consent
  Union
  Wednesday (legislative)
Cambrian age (see Ages)
Camp Lejeune; David, etc.; the camp
Canal, with name; the canal:
  Cross-Florida Barge
  Isthmian
  Panama
  Zone (Isthmian); the zone (see also Government)
Cape (see geographic terms)
Capital, Capital City, National Capital (Washington, DC); *but* the capital (State)
Capitol Building (with State name); the capitol
Capitol, the (Washington, DC):
  Architect of
  Building
  caucus room
  Chamber
  Cloakroom
  dome
  Grounds
  Hall of Fame; the Hall
  Halls (House and Senate)
  Halls of Congress
  Hill; the Hill
  Police (see Police)
  Power Plant
  Prayer Room
  Press Gallery, etc.
  rotunda
  Senate wing
  stationery room
  Statuary Hall
  the well (House or Senate)
  west front
caucus: Republican; *but* Black Caucus (incorporated name)
Cemetery, if part of name: Arlington National; the cemetery
Census:
  Nineteenth Decennial (title); Nineteenth Census (title); the census
  1980 census
  1980 Census of Agriculture; the census of agriculture; the census
  the 14th and subsequent decennial censuses
Center, if part of name; the Center (Federal); the center (non-Federal):
  Agricultural Research, etc.; the Center (Federal)
  Kennedy Center for the Performing Arts; the Kennedy Center; the Center (Federal)
  the Lincoln Center; the center (non-Federal)
central Asia, central Europe, etc.
Central America
Central States
central time (see time)
century, first, 20th, etc. (see rule 12.10)
Chair, the, if personified
Chairman:
  of the Board of Directors; the Chairman (Federal); *but* chairman of the board of directors (non-Federal)
  of the Committee of the Whole House; the Chairman
  of the Federal Trade Commission; the Chairman
  of the Loyalty Board; the Chairman
chairman (congressional):
  of the Appropriations Committee
  of the Subcommittee on Banking
  but Chairman Davis
Chamber of Commerce; the chamber:
  of Ada; Ada Chamber of Commerce; the chamber of commerce
  of the United States; U.S. Chamber of Commerce; the chamber of commerce; national chamber
Chamber, the (Senate or House)
channel 3 (TV); the channel (see also geographic terms)
Chaplain (House or Senate); *but* Navy chaplain
chapter 5, II, etc.; *but* Chapter 5, when part of title: Chapter 5:[5] Research and Development; Washington chapter, Red Cross
Chargé d'Affaires, British, etc.; the Chargé d'Affaires; the Chargé
chart 2, A, II, etc.; *but* Chart 2, when part of legend: Chart 2.—Army strength
Charter, capitalized with name; the charter:
  Atlantic
  United Nations
cheese: Camembert, Cheddar, Parmesan, Provolone, Roquefort, etc.
Chicano (see Hispanic)

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[5] See footnote 2, p. 36.

- Chief, if referring to head of Federal unit; the Chief:
  - Forester (see Forester)
  - Intelligence Office
  - Justice (U.S. Supreme Court); *but* chief justice (of a State)
  - Magistrate (the President)
  - of Division of Publications
  - of Engineers (Army)
  - of Naval Operations
  - of Staff
  - of the Bureau of Indian Affairs
- Chief Clerk, if referring to head of Federal unit
- Chief Judge, if referring to Federal unit
- Christian; Christian name, etc.; Christendom; Christianity; Christianize; *but* christen
- church and state
- church calendar:
  - Christmas
  - Easter
  - Lent
  - Whitsuntide (Pentecost)
- Church, if part of name of organization or building
- Circle, if part of name; the circle:
  - Arctic
  - Logan
  - *but* great circle
- Circular 420
- cities, sections of, official or popular names:
  - East Side
  - French Quarter (New Orleans)
  - Latin Quarter (Paris)
  - North End
  - Northwest Washington, etc. (District of Columbia); the Northwest; *but* northwest (directional)
  - the Loop (Chicago)
- City, if part of corporate or popular name; the city:
  - Hub (Boston)
  - Kansas City; the two Kansas Citys
  - Mexico City
  - New York City; *but* city of New York
  - Twin Cities
  - Washington City; *but* city of Washington
  - Windy City (Chicago)
  - *but* Reserve city (see Bank)
- civil action No. 46
- civil defense
- Civil Air Patrol (see Air Force)
- Civil Service Commission (obsolete) (see Office of Personnel Management)
- Civil War (see War)
- Clan, if part of tribal name; Clan MacArthur; the clan
- class 2, A, II, etc.; *but* Class 2 when part of title: Class:[6] Leather Products
- Clerk, the, of the House of Representatives; of the Supreme Court of the United States
- clerk, the, of the Senate
- coal sizes: pea, barley, buckwheat, stove, etc.
- coast: Atlantic, east, gulf, west, etc.
- Coast Guard, U.S.; the Coast Guard; Coastguardsman Smith; *but* a coastguardsman; a guardsman
- Coastal Plain (Altantic and Gulf)
- Code (in shortened title of a publication); the code:
  - District
  - Federal Criminal
  - Internal Revenue (also Tax Code)
  - International (signal)
  - of Federal Regulations
  - Penal; Criminal; etc.
  - Pennsylvania State
  - Radio
  - Television
  - Uniform Code of Military Justice
  - United States (see rule 9.10)
  - ZIP Code (copyrighted),
  - *but* civil code; flag code; Morse code
- collection, Brady, etc.; the collection
- collector of customs
- College, if part of name; the college:
  - Armed Forces Staff
  - Command and General Staff
  - Gettysburg
  - National War
  - of Bishops
  - *but* electoral college
- college degrees: bachelor of arts, master's, etc.
- Colonials (American Colonial Army); *but* colonial times, etc.
- Colonies, the:
  - Thirteen
  - Thirteen American
  - Thirteen Original
  - *but* 13 separate Colonies
- colonists, the
- Colony: Cyprus, Crown Colony of Hong Kong; the colony, crown colony
- Cominform (see U.S.S.R.)
- Command, capitalize with name; the command:
  - Air Materiel
  - GHQ Far East
  - Joint Far Eastern
  - Potomac River Naval
  - Zone of Interior
- Commandant, the (Coast Guard or Marine Corps only)
- Commandos, the; Commando raid; a commando
- Commission (if part of name; capitalized standing alone if referring to Federal or international commission):
  - Alaska Road
  - International Boundary, United States, Alaska, and Canada
  - of Fine Arts
  - on Civil Rights
  - Public Buildings

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[6] See footnote 2, p. 36.

- Commissioner, if referring to Federal or international commission; the Commissioner:
  - Land Bank; *but* land bank commissioner loans
  - of Customs
  - of Immigration and Naturalization
  - of Patents
  - of the Five Civilized Tribes, etc.
  - U.S. (International Boundary Commission, etc.)
  - *but* a U.S. commissioner
- Committee (or Subcommittee) (if part of name; the Committee, if referring to international or noncongressional Federal committee or to the Committee of the Whole, the Committee of the Whole House, or the Committe of the Whole House on the State of the Union):
  - American Medical Association Committee on Education; the committee on education; the committee
  - Appropriations, etc.; the committee; Subcommittee on Appropriations; the subcommittee; subcommittee of the Appropriations Committee
  - Democratic National; the national committee; the committee; Democratic national committeeman
  - Democratic policy committee; the committee
  - Interagency Advisory Committee on Domestic Transport and Storage and Post Utilization; the Committee
  - Joint Committee on Atomic Energy; the Joint Committee; the committee; *but* a joint committee
  - of Defense Ministers (NATO); the Committee (see also Organization, North Atlantic Treaty)
  - of One Hundred, etc.; the committee on Finance; the committee
  - on Post Office and Civil Service; the committee
  - on Public Safety; the committee
  - President's Advisory Committee on Management; the Committee
  - Republican National; the national committee; the committee; Republican national committeeman
  - Republican policy committee; the committee
  - Select Committee on Astronautics and Space Exploration; the select committee
  - Senate policy committee
  - Subcommittee No. 5, etc.; the subcommittee
  - Subcommittee on Immigration; the subcommittee
  - *but* Baker committee
  - ad hoc committee
- Committee Print No. 32; Committee Prints Nos. 8 and 9; committee print
- Common Cause
- Common Market; the market (European Economic Community); *also* Common Market Treaty; Inner Six; Outer Seven
- Commonwealth of Australia, Virginia, etc.; British Commonwealth; the Commonwealth
- Commune (of Paris)
- Communist; communism; communistic
- Communist government, etc. (see U.S.S.R.)
- Community, European Coal and Steel; European Economic; the Community; *but* the Atlantic community
- compact, U.S. marine fisheries, etc.; the compact
- Company, if part of name; capitalized standing alone if referring to unit of Federal Government:
  - Alaska Railroad Company; the Company
  - Panama Railroad Company; the Company
  - Procter & Gamble Co.; the company
- Comptroller of the Currency; the Comptroller
- Comptroller General (U.S.); the Comptroller
- Comsat
- conelrad
- Confederacy (of the South)
- Confederate:
  - Army
  - Government
  - soldier
  - States
- Confederation, Swiss; the Confederation
- Conference, if referring to governmental (U.S.) or international conference:
  - Bretton Woods; the Conference
  - Judicial Conference of the United States; U.S. Judicial Conference; Judicial Conference; the Conference
  - Tenth Annual Conference of the United Methodist Churches; the conference
- Congress (convention), if part of name; capitalized standing alone if referring to international congress:
  - International Good Roads; Good Roads; the Congress
  - of Parents and Teachers, National; the congress
- Congress (legislature), if referring to national congress:
  - of Bolivia, etc.; the Congress
  - of the United States; First, Second, 11th, 82d, etc. (see rule 12.10); the Congress
- Congressional:
  - Black Caucus; the Black Caucus; the caucus
  - Directory, the directory
  - District, First, 11th, etc.; the First District, (see rule 12.10); the congressional district; the district
  - Library; the Library

- Congressional—Continued
  - Medal of Honor (see decorations)
  - *but* congressional action, committee, etc.
- Congressman; Congresswoman; Congressman at Large; Member of Congress; Member; membership
- Constitution, with name of country; capitalized standing alone when referring to a specific national constitution; *but* New York State Constitution; the constitution
- constitutional
- consul, British, etc.
- consul general, British, etc.
- consulate, British, etc.
- Consumer Price Index (official title); the price index; the index; *but* a consumers' price index (descriptive)
- Continent, only if following name; American Continent; the continent; *but* the Continent (continental Europe)
- Continental:
  - Army; the Army
  - Congress; the Congress
  - Divide (see Divide)
  - Outer Continental Shelf
  - Shelf; the shelf; a continental shelf
- continental:
  - care not a continental, etc.
  - Europe, United States, etc.
- Continentals (Revolutionary soldiers)
- Convention, governmental (U.S.), international, or national political; the convention:
  - Constitutional (United States, 1787); the Convention
  - Democratic National; Democratic
  - Genocide (international)
  - 19th Annual Convention of the American Legion
  - on International Civil Aviation
  - Universal Postal Union; Postal Union
  - *also* International Postal; Warsaw
- copper age (see Ages)
- Corn Belt (see Belt)
- Corporation, if part of name; the Corporation, if referring to unit of Federal Government:
  - Commodity Credit
  - Federal Deposit Insurance
  - Federal Savings and Loan Insurance
  - National Railroad Passenger (Amtrak)
  - Petroleum Reserves
  - Rand Corp.; the corporation (see also abbreviations)
  - St. Lawrence Seaway Development Corporation
  - Union Carbide Corp.; the corporation
  - Virgin Islands
- Corps, if part of name; the corps, all other uses:
  - Adjutant General's
  - Army Hospital
  - Artillery
  - Chemical
  - Counterintelligence
- Corps—Continued
  - Enlisted Reserve
  - Finance
  - Foreign Service Officer (see Foreign Service)
  - Job
  - Judge Advocate General's
  - Marine (see Marine Corps)
  - Medical
  - Military Police
  - Nurse
  - of Cadets (West Point)
  - of Engineers; Army Engineers; the Engineers; *but* Army engineer; the corps
  - Officers' Reserve
  - Ordnance
  - Peace; Peace Corpsman; the corpsman
  - Quartermaster
  - Reserve Officers' Training (ROTC)
  - VII Corps, etc. (see rule 12.10)
  - Signal
  - Teachers; *but* Teacher Corps Act
  - Transportation
  - Women's Army (WAC); a Wac; the Wacs
  - Youth
  - *but* diplomatic corps
  - corpsman; hospital corpsman
- corridor, Northeast
- Cotton Belt (see Belt)
- Council, if part of name; capitalized standing alone if referring to Federal or international unit (see also United Nations):
  - Boston City; the council
  - Choctaw, etc.; the council
  - Federal Personnel; the Council
  - Her Majesty's Privy Council; the Privy Council; the Council
  - National Security; the Council
  - of Foreign Ministers (NATO); the Council
  - of the Organization of American States; the Council
  - Philadelphia Common; the council
- counsel; general counsel
- County, Prince Georges; county of Prince Georges; County Kilkenny, etc.; Loudoun and Fauquier Counties; the county
- Court (of law) (see also Courtwork, pp. 215–226); capitalized if part of name; capitalized standing alone if referring to the Supreme Court of the United States, to Court of Impeachment (U.S. Senate), or to international court):
  - Circuit Court of the United States for the Tenth Circuit; Circuit Court for the Tenth Circuit; the circuit court; the court; the tenth circuit
  - Court of Appeals for the State of North Carolina, etc.; the court of appeals; the court
  - Court of Claims; the court

Court (of law)—Continued
  Court of Customs and Patent Appeals; the court
  Court of Impeachment, the Senate; the Court
  District Court of the United States for the Eastern District of Missouri; the district court; the court
  Emergency Court of Appeals; United States; the court
  International Court of Justice; the Court
  Permanent Court of Arbitration; the Court
  Superior Court of the District of Columbia; the superior court; the court
  Supreme Court of the United States (see Supreme Court)
  Supreme Court of Virginia, etc.; the supreme court; the court
  Tax Court; the court
  U.S. Court of Appeals for the District of Columbia; the court
Covenant, League of Nations; the covenant
Creed, Apostles'; the Creed
Croix de Guerre (see decorations)
Crown, if referring to a ruler; *but* crown colony, lands, etc. (rule 3.19)
cruise missile
Current, if part of name; the current:
  Arctic
  Humboldt
  Japan
  North Equatorial
customhouse; customs official
czar; czarist

Dairy Belt (see Belt)
Dalles, The; *but* the Dalles region
Dam (see geographic terms)
Dark Ages (see Ages)
Daughters of the American Revolution; a Real Daughter; King's Daughters; a Daughter
daylight saving time
days (see holidays)
Declaration, capitalized with name:
  of Independence; the Declaration
  of Panama; the declaration
decorations, medals, etc., awarded by United States or any foreign national government; the medal, the cross, the ribbon (see also awards):
  Air Medal
  Bronze Star Medal
  Commendation Ribbon
  Congressional Medal of Honor
  Croix de Guerre
  Distinguished Flying Cross
  Distinguished Service Cross
  Distinguished Service Medal
  Good Conduct Medal
  Iron Cross
  Legion of Merit
  Medal for Merit
  Medal of Freedom
decorations, medals, etc.—Continued
  Medal of Honor
  Purple Heart
  Silver Star Medal
  Soldier's Medal
  Victoria Cross
  Victory Medal
  also Carnegie Medal; Olympic Gold Medal; *but* gold medal
Decree (see Executive; Royal Decree)
Deep South
Defense Establishment (see Establishment)
De Gaulle Free French; Free French; *but* General de Gaulle; de Gaullist
Deity, words denoting, capitalized
Delegate (U.S. Congress)
delegate (to a conference); the delegate; the delegation
Delta, Mississippi River; the delta
Department, if part of name; capitalized standing alone if referring to Federal or international unit:
  of Agriculture
  of the Treasury
  Yale University Department of Economics; the department of economics; the department
Department of New York, American Legion
department:
  executive
  judicial
  legislative
Depot, if part of name; the depot (see also Station)
Depression, Great
Deputy, if part of capitalized title; *but* the deputy
derivatives of proper names:
  alaska seal (fur)
  angora wool
  angstrom unit
  apache (Paris)
  argyle wool
  artesian well
  astrakhan fabric
  axminster rug
  babbitt metal
  benday process
  bohemian set
  bologna sausage
  bordeaux mixture
  bourbon whiskey
  bowie knife
  braille
  brazil nut
  brazilwood
  brewer's yeast
  bristolboard
  britannia metal
  britanniaware
  brussels carpet
  brussels sprouts
  bunsen burner
  burley tobacco
  canada balsam (microscopy)
  carlsbad twins (petrography)
  cashmere shawl
  castile soap
  cesarean operation
  chantilly lace
  chesterfield coat
  china clay
  chinese blue
  climax basket
  collins (drink)
  congo red
  cordovan leather
  coulomb
  curie
  decauville rail
  degaussing apparatus
  delftware
  derby hat
  diesel engine, dieselize
  dotted swiss
  epsom salt
  fedora hat
  fletcherize
  frankfurt sausage
  frankfurter
  french chalk
  french dressing
  french-fried potatoes
  fuller's earth
  gargantuan
  gauss

- derivatives of proper names—Continued
  - georgette crepe
  - german silver
  - gilbert
  - glauber salt
  - gothic type
  - graham bread
  - harderian gland
  - harveyized steel
  - herculean task
  - hessian fly
  - holland cloth
  - hoolamite detector
  - hudson seal (fur)
  - india ink
  - india rubber
  - intertype slug, *but* Intertype machine
  - italic type
  - jamaica ginger
  - japan varnish
  - jersey fabric
  - johnin test
  - joule
  - kafircorn
  - knickerbocker
  - kraft paper
  - lambert
  - leghorn hat
  - levant leather
  - levantine silk
  - lilliputian
  - linotype slug, *but* Linotype machine
  - logan tent
  - london purple
  - ludlow type, *but* Ludlow machine
  - lufbery circle
  - lynch law
  - lyonnaise potatoes
  - macadamized road
  - mach (no period) number
  - madras cloth
  - maginot line (nonlit.)
  - manila paper
  - maraschino cherry
  - mason jar
  - maxwell
  - melba toast
  - mercerized fabric
  - merino sheep
  - molotov cocktail
  - monotype matter, *but* Monotype machine
  - morocco leather
  - morris chair
  - murphy bed
  - navy blue
  - nelson, half nelson, etc.
  - neon light
  - newmarket cloak
  - newton
  - nissen hut
  - norfolk jacket
  - oriental rug
  - osnaburg cloth
  - oxford shoe
  - panama hat
  - parianware
  - paris green
  - parkerhouse roll
  - pasteurized milk
  - persian lamb
  - petri dish
  - pharisaic
  - philistine
  - pitman arm
  - pitot tube
  - plaster of paris
  - prussian blue
  - quisling
  - quixotic idea
  - quonset hut
  - rembert wheel
  - roentgen
  - roman candle
  - roman cement
  - roman type
  - russia leather
  - russian bath
  - rutherford
  - sanforize
  - saratoga chips
  - scotch plaid, *but* Scotch tape
  - shanghai
  - siamese twins
  - simon pure
  - spanish omelet
  - stillson wrench
  - stubs wire
  - surah silk
  - swiss cheese, *but* Swiss watch
  - taintor gate
  - timothy grass
  - turkey red
  - turkish towel
  - utopia, utopian
  - vandyke collar
  - vaseline
  - venetian blind
  - venturi tube
  - victoria (carriage)
  - vienna bread
  - virginia reel
  - wedgwoodware
  - wheatstone bridge
  - wilton rug
  - woodruff key
  - zeppelin
- deutsche mark
- Diet, Japanese (legislative body)
- diplomatic corps (see also Corps; service)
- Director, if referring to head of Federal or international unit; the Director:
  - District Director of Internal Revenue
  - of Coast and Geodetic Survey
  - of Fish and Wildlife Service
  - of the Budget
  - of the Mint
  - *but* director, board of directors (nongovernmental)
- Director General of Foreign Service; the Director General; the Director
- disease:
  - acquired immune deficiency syndrome (AIDS)
  - German measles
  - Hodgkin's
  - Parkinson's
- Distinguished Service Medal, etc. (see decorations)
- District, if part of name; the district:
  - Alexandria School District No. 4; school district No. 4
  - Chicago Sanitary; the sanitary district
  - Congressional (with number)
  - Federal (see Federal)
  - 1st Naval; naval district
  - Los Angeles Water; the water district
  - Manhattan Engineer (atomic)
  - *but* customs district No. 2; first assembly district
- District of Columbia; the District:
  - Anacostia Flats; the flats
  - Arlington Memorial Bridge; the Memorial Bridge; the bridge
  - District jail; the jail; *not* D.C. Jail
  - Ellipse, the
  - General Hospital; the hospital
  - Highway Bridge; 14th Street Bridge; the bridge
  - Mall, The
  - Mayor (when pertaining to the District of Columbia only)
  - Metropolitan Police; Metropolitan policeman; the police
  - Monument Grounds; the grounds
  - Monument, Washington; the monument
  - police court
  - Public Library; the library
  - Reflecting Pool; the pool
  - Tidal Basin; the basin
  - Washington Channel; the channel
- Divide, Continental (Rocky Mountains); the divide
- Divine Father; *but* divine guidance, divine providence, divine service
- Division, Army, if part of name: 1st Cavalry Division; 1st Cavalry; the division
- Division, if referring to Federal governmental unit; the Division:
  - Buick Division; the division; a division of General Motors
  - Passport; the Division
  - *but* Trinity River division (reclamation); the division
- Dixie; Dixiecrat
- docket No. 66; dockets Nos. 76 and 77
- Doctrine, Monroe; the doctrine; *but* Truman, Eisenhower doctrine
- doctrine, fairness
- Document, if part of name; the document:
  - Document No. 130
  - Document Numbered One Hundred and Thirty

Dominion of Canada, of New Zealand, etc.; the Dominion; *but* British dominions; a dominion; dominion status
drawing II, A, 3, etc.; *but* Drawing 2 when part of title: Drawing 2.—Hydroelectric Power Development
Dust Bowl (see Bowl)

Earth (planet); (see rule 3.30)
East:
  Coast (Africa)
  Europe (political entity)
  Germany (political entity)
  Middle, Mideast (Asia)
  Near (Balkans)
  South Central States
  the East (section of United States); *also* Communist political entity
east:
  Africa
  coast (U.S.)
  Pennsylvania
Eastern:
  Europe (political entity)
  Far (Orient) (see Far East)
  Germany (political entity)
  Gulf States
  Hemisphere (see Hemisphere)
  Middle, Mideastern (Asia)
  North Central States
  Shore (Chesapeake Bay)
  States
  United States
eastern:
  France
  seaboard
  time, eastern standard time (see time)
  Wisconsin
easterner
EE-bond
electoral college; the electors
Elizabethan Age (see Ages)
Emancipation Proclamation (see Proclamation)
Embassy, British, etc.; the Embassy
Emperor, Japanese, etc.; the Emperor
Engine Company, Bethesda; engine company No. 6; No. 6 engine company; the company
Engineer officer, etc. (of Engineer Corps); the Engineers
Engineers, Chief of (Army)
Engineers, Corps of (see Corps)
Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister
Equator, the; equatorial
Establishment, if part of name; the establishment:
  Army
  Army Field
  Defense
  Federal
  Military
  Naval; *but* naval establishments
  Navy
  Postal
Establishment—Continued
  Regular
  Reserve
  Shore
  but civil establishment; legislative establishment
Estate, Girard (a foundation); the estate
estate, third (the commons); fourth (the press); etc.
Eurodollar
European theater of operations; the European theater; the theater
Excellency, His; Their Excellencies
Exchange, New York Stock; the stock exchange; the exchange
Executive (President of United States):
  Chief
  Decree No. 100; Decree 100; *but* Executive decree; direction
  Document No. 95
  Mansion; the mansion; the White House
  Office; the Office
  Order No. 34; Order 34; *but* Executive order
  power
executive:
  agreement
  branch
  communication
  department
  document
  paper
  privilege

exhibit 2, A, II, etc.; *but* Exhibit 2, when part of title: Exhibit 2:[7] Capital Expenditures, 1935–49
Expedition, Byrd; Lewis and Clark; the expedition
Experiment Station (see Station)
Explorer I, etc.
Exposition, California-Pacific International, etc.; the exposition
Express, if part of name: Federal Express, the

Fair Deal
Fair, World's, etc.; the fair; Texas State Fair
fall (season)
Falls, Niagara; the falls
fanciful appellations capitalized:
  Bay State (Massachusetts)
  Big Four (powers, railroad, etc.)
  City of Churches (Brooklyn)
  Fair Deal
  Great Depression
  Great Father (the President)
  Great Society
  Holocaust
  Keystone State (Pennsylvania)
  New Deal
  New Federalism
  New Frontier
  the Hub (Boston)
  Third World
Far East, Far Eastern (the Orient); Far West (U.S.); *but* far western

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[7] See footnote 2, p. 36.

- Farm, if part of name; the farm:
  - Johnson Farm; *but* Johnson's farm
  - San Diego Farm
  - Wild Tiger Farm
- Fascist; Fascisti; fascistic; fascism
- Father of his Country (Washington)
- Fed, the (no period)
- Federal (synonym for United States or other sovereign power):
  - District (Mexico)
  - Establishment
  - Government (of any national government)
  - grand jury; the grand jury
  - land bank (see Bank)
  - Register (publication); the Register
  - Reserve bank (see Bank)
  - Reserve Board, the Board; *also* Federal Reserve System, the System; Federal Reserve Board Regulation W, *but* regulation W
  - *but* a federal form of government
- federally
- fellow, fellowship (academic); (lowercase with name)
- Field, Byrd, Stewart, etc.; the field
- fifth column; fifth columnist
- figure 2, A, II, etc. (illustration); *but* Figure 2, when part of legend: Figure 2.—Market scenes
- firm names:
  - A–C Spark Plug Co.
  - Allen-A Co.
  - Allen B. Du Mont Laboratories
  - Allis-Chalmers Manufacturing Co.
  - Aluminium, Ltd.
  - American Bank Note Co.
  - American Telephone & Telegraph Co.
  - Appleton-Century-Crofts, Inc.
  - Bausch & Lomb Optical Co.
  - Beech-Nut Life Savers, Inc.
  - Bristol-Myers
  - Carson, Pirie, Scott & Co.
  - Champion Paper & Fibre Co.
  - Chance Vought Aircraft, Inc.
  - Chicago & North Western Railway Co.
  - Colgate-Palmolive Co.
  - Colt's Patent Fire Arms Manufacturing Co.
  - Curtiss-Wright Corp.
  - Deepfreeze Appliance Division
  - De Laval Steam Turbine Co.
  - DeVilbiss Co.
  - Dillon, Read & Co.
  - Dow Jones & Co.
  - Dun & Bradstreet
  - E.I. du Pont de Nemours & Co.
  - Francis I. du Pont & Co.
  - Eagle-Picher Co., Inc.
  - Electric Auto-Lite Co.
  - Fibreboard Paper Products Corp.
  - Great Atlantic & Pacific Tea Co. (A&P)
  - Grumman Aircraft Engineering Corp.
  - Gulf & Western Industries, Inc. (legal)
  - Gulf+Western Industries, Inc. (popular)
  - Haloid Xerox Inc.
- firm names—Continued
  - Halsey, Stuart & Co.
  - Harris-Intertype Corp.
  - Hart Schaffner & Marx
  - Houghton Mifflin Co.
  - Ingersoll-Rand Co.
  - Johns-Manville Corp.
  - Kennecott Copper Co.
  - R.G. LeTourneau, Inc.
  - LeTourneau-Westinghouse Co.
  - Libbey-Owens-Ford Glass Co.
  - Libby, McNeill & Libby
  - Macmillan Co.
  - McDonnell Douglas
  - Merck Sharp & Dohme Division
  - Merrill Lynch, Pierce, Fenner & Smith
  - Montgomery Ward & Co.
  - Moore-McCormack Lines, Inc.
  - Olin Mathieson Chemical Corp.
  - Owens-Corning Fiberglas Corp.
  - Parke, Davis & Co. *or* Parke-Davis
  - Penn Central
  - J.C. Penney Co.
  - Phelps Dodge Corp.
  - Pfizer Inc.
  - Price Waterhouse & Co.
  - Procter & Gamble Co.
  - Proctor-Silex
  - Rand McNally & Co.
  - Rolls-Royce
  - R.R. Donnelley & Sons Co.
  - Sears, Roebuck & Co.
  - Smith Kline & French Laboratories
  - Sperry Rand Corp.
  - Sunray-DX Oil Co.
  - 3M Co.
  - Trans World Airlines
  - Underwriters' Laboratories
  - Weyerhaeuser
- First Family (Presidential)
- First Lady (wife of President)
- First World War (see War)
- flag code
- flag, U.S.:
  - Old Flag, Old Glory
  - Stars and Stripes
  - Star-Spangled Banner
- flags, foreign:
  - Tricolor (French)
  - Union Jack (British)
  - United Nations
- Fleet, if part of name; the fleet:
  - Atlantic
  - Channel
  - Grand
  - High Seas
  - Marine Force
  - Naval Reserve
  - Pacific, etc. (naval)
  - 6th Fleet, etc.
  - U.S.
- floor (House or Senate)
- flyway; Canadian flyway, etc.
- Force(s), if part of name; the force(s):
  - Active Forces
  - Air (see also Air Force)

Force(s)—Continued
  All Volunteer
  Armed Forces (synonym for overall U.S. Military Establishment)
  Army Field Forces; the Field Forces
  Fleet Marine
  Navy Battle (see Navy)
  Navy Scouting (see Navy); Reserve Force
  Rapid Deployment
  7th Task; the task force; *but* task force report (Hoover Commission)
  United Nations Emergency; the Emergency Force; the Force; *but* United Nations police force
foreign cabinets:
  Foreign Office; the Office
  Minister of Foreign Affairs; the Minister
  Ministry of Foreign Affairs; the Ministry
  Premier
  Prime Minister
Foreign Legion (French); the legion
Foreign Service; the Service:
  officer
  Officer Corps; the corps
  Reserve officer; the Reserve officer
  Reserve Officer Corps; the Reserve Corps; the corps
  Staff officer; the Staff officer
  Staff Officer Corps; the Staff Corps; the corps
Forest, if part of name; the national forest; the forest:
  Angeles National
  Black
  Coconino and Prescott National Forests
  but State and National forests (see System)
Forester (Chief of Forest Service); the Chief; *also* Chief Forester
form 2, A, II, etc.; *but* Form 2, when part of title: Form 1040:[8] Individual Income Tax Return; *but* withholding tax form
Fort McHenry, etc.; the fort
Foundation, if part of name; capitalized standing alone if referring to Federal unit:
  Chemical; the foundation
  Ford; the foundation
  Infantile Paralysis; the foundation
  National Science; the foundation
  Russell Sage; the foundation
Founding Fathers (colonial)
four freedoms
free world
Frisco (for San Francisco; no apostrophe)
Fritalux (see alliances)
Fund, if part of name; capitalized standing alone if referring to international or United Nations fund:
  Common Market

Fund—Continued
  Development Loan Fund; the Fund (U.S. Government corporation)
  International Monetary
  Rockefeller Endowment; the fund
  Special Projects (United Nations)
  but civil service retirement fund; mutual security fund; national service life insurance fund; revolving fund

Gadsden Purchase
Gallery of Art, National (see National)
Gallup Poll; the poll
Geiger counter
General Board (of Navy) (see Board)
General Order No. 14; General Orders No. 14; a general order
General Schedule
gentile
Geographer, the (State Department)
geographic terms (terms, such as those listed below,[9] are capitalized if part of name; lowercased are in general sense (rivers of Virginia and Maryland) (see also Geologic Terms, p. 227):
  Archipelago
  Area
  Arroyo
  Atoll
  Bank
  Bar
  Basin, Upper (Lower) Colorado River, etc. (legal entity); *but* Hansen flood-control basin; Missouri River basin (drainage); upper Colorado River storage project
  Bay
  Bayou
  Beach
  Bench
  Bend
  Bight
  Bluff
  Bog
  Borough (boro)
  Bottom
  Branch (stream)
  Brook
  Butte
  Canal; the canal (Panama)
  Canyon
  Cape
  Cascade
  Cave
  Cavern
  Channel; *but* Mississippi River channel(s)
  Cirque
  Coulee
  Cove
  Crag
  Crater
  Creek
  Crossroads
  Current (ocean feature)
  Cut
  Cutoff
  Dam
  Delta
  Desert
  Divide
  Dome (not geologic)
  Draw (stream)
  Dune
  Escarpment
  Estuary
  Falls
  Fault
  Flat(s)
  Floodway
  Ford
  Forest
  Fork (stream)
  Gap
  Geyser
  Glacier
  Glen
  Gorge
  Gulch
  Gulf
  Gut
  Harbor
  Head
  Hill
  Hogback
  Hollow
  Hook
  Hot Spring
  Icefield
  Ice Shelf
  Inlet
  Island
  Isle

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[8] See footnote 2, p. 36.

[9] List compiled with cooperation of the U.S. Board on Geographic Names.

- geographic terms—Continued
  - Islet
  - Keys (Florida only)
  - Knob
  - Lagoon
  - Lake
  - Landing
  - Ledge
  - Lowland
  - Marsh
  - Massif
  - Mesa
  - Monument
  - Moraine
  - Mound
  - Mount
  - Mountain
  - Narrows
  - Neck
  - Needle
  - Notch
  - Oasis
  - Ocean
  - Oxbow
  - Palisades
  - Park
  - Pass
  - Passage
  - Peak
  - Peninsula
  - Plain
  - Plateau
  - Point
  - Pond
  - Pool
  - Port (water body)
  - Prairie
  - Range (mountain)
  - Rapids
  - Ravine
  - Reef
  - Reservoir
  - Ridge
  - River
  - Roads (anchorage)
  - Rock
  - Run (stream)
  - Sea
  - Seaway
  - Shoal
  - Sink
  - Slough
  - Sound
  - Spit
  - Spring
  - Spur
  - Strait
  - Stream
  - Summit
  - Swamp
  - Terrace
  - Thoroughfare
  - Trench
  - Trough
  - Valley
  - Volcano
  - Wash
  - Waterway
  - Woods

- Geological Survey (see Survey)
- GI bill of rights
- Girl Scouts (organization); a Girl Scout; a Scout; Scouting
- G-man
- Gold Star Mothers (see American)
- Golden Age (see Ages)
- Golden Rule
- Gospel, if referring to the first four books of the New Testament; *but* gospel truth
- Government:
  - British, Soviet, etc.; the Government
  - Canal Zone; the government
  - department, officials, -owned, publications, etc. (U.S. Government)
  - National and State Governments
  - Printing Office (see Office)
  - U.S.; National; Federal
- government:
  - Churchill
  - Communist
  - District (of Columbia)
  - European governments
  - Federal, State, and municipal governments
  - insular; island
  - military
  - seat of
  - State
  - State and Provincial governments
  - Territorial
- governmental
- Governor:
  - of Louisiana, etc.; the Governor; a Governor; State Governor(s); Governors' conference
  - of Puerto Rico; the Governor
  - of the Federal Reserve Board; the Governor
- Governor General of Canada; the Governor General
- grade, market (see market grades)
- grand jury (see Federal)
- Grange, the (National)
- graph 2, A, II, etc.; *but* Graph 2, when part of title: Graph 2.—Production levels
- Great:
  - Basin
  - Beyond
  - Depression
  - Divide
  - Father (see fanciful appellations)
  - Lakes; the lakes; lake(s) traffic
  - Plains; *but* southern Great Plains
  - Rebellion (see Rebellion)
  - Seal
  - Society
  - War (see War)
  - White Way (New York City)
- great circle (navigation)
- Greater Los Angeles, Greater New York
- gross national product (GNP)
- Group:
  - Military Advisory Group; the group
  - Standing (see Organization)
- group 2, II, A, etc.; *but* Group 2, when part of title: Group II:[10] List of Counties by States
- guaranteed annual wage (GAW)
- Guard, National (see National)
- guardsman (see Coast Guard; National Guard)
- Gulf:
  - Coast States; *but* gulf coast
  - of Mexico; the gulf
  - States
  - Stream; the stream

- Hall (U.S. Senate or House)
- Halls of Congress
- H-bomb; H-hour
- Headquarters:
  - Alaska Command; the command headquarters
  - 4th Regiment Headquarters; regimental headquarters
  - 32d Division Headquarters; the division headquarters
- hearing examiner (now administrative law judge)
- Heaven (Deity); heaven (place)
- Hells (no apostrophe) Canyon
- Hemisphere, Eastern; Western; etc.; the hemisphere
- High Church
- High Commissioner

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[10] See footnote 2, p. 36.

- High Court (see Supreme Court)
- High School, if part of name: Western; the high school
- Highway Bridge (Washington, DC); the bridge
- Highway No. 40; Route 40; State Route 9; the highway
- Hill (the Capitol)
- His Excellency the Duke of Argyll, etc.; His Excellency; Their Excellencies
- His Majesty; Her Majesty; Their Majesties
- Hispanic
- historic events and epochs:
  - Reformation, the
  - Renaissance, the
  - Restoration, the (English)
  - Revolution of July (French)
  - Revolution, the (American, 1775; French, 1789; English, 1688)
- holidays and some special days:
  - Admission Day
  - All Fools' (April Fools') Day
  - Arbor Day
  - Armed Forces Day
  - Christmas Day, Eve
  - Columbus Day
  - D-day; D-plus-4-day
  - Father's Day
  - Flag Day
  - Founders' Day
  - Fourth of July
  - Halloween
  - Hanukkah
  - Hogmanay
  - Inauguration Day (Federal)
  - Independence Day (Fourth of July)
  - Labor Day
  - Lincoln's Birthday
  - Lord's day
  - M-day (mobilization day)
  - Memorial Day (also Decoration Day)
  - Mother's Day
  - New Year's Day, Eve
  - Rosh Hashanah
  - Thanksgiving Day
  - V-E Day; V-J Day
  - Veterans (no apostrophe) Day
  - Washington's Birthday
  - Yom Kippur
  - *but* election day; primary day
- Holy Scriptures; Holy Writ (Bible)
- Home (see Naval; Soldiers')
- Hospital, if part of name; the hospital:
  - District of Columbia General
  - 5th Regiment
  - Freedmen's
  - St. Elizabeths (no apostrophe)
  - *but* naval (marine or Army) hospital
- hospital corpsman (see corpsman)
- House, if part of name:
  - Johnson house (private residence)
  - Lee (hotel); the house
  - of Representatives; the House (U.S.)
  - of the Woods (palace); the house
  - Office Building (see Building)
  - Ohio (State); the house
- House—Continued
  - *but* both Houses; lower (or upper) House (Congress)
- House of Representatives (U.S.), titles of officers standing alone capitalized:
  - Chairman (Committee of the Whole)
  - Chaplain
  - Clerk; *but* legislative clerk, etc.
  - Doorkeeper
  - Official Reporter(s) of Debates
  - Parliamentarian
  - Postmaster
  - Sergeant at Arms
  - Speaker pro tempore
  - Speaker; speakership
- HUD (Department of Housing and Urban Development)
- Hudson's Bay Co.
- Hurricane Alexander, Brenda, Curtis, etc.

- ice age (see Ages)
- Indians:
  - Absentee Shawnee
  - Alaska (see Native)
  - Eastern (or Lower) Band of Cherokee; the band
  - Five Civilized Tribes; the tribes
  - Shawnee Tribe; the tribe
  - Six Nations (Iroquois Confederacy)
- Inquisition, Spanish; the Inquisition
- inspector general
- Institute, if part of name; capitalized standing alone if referring to Federal or international organization:
  - National Cancer; the Cancer Institute; the Institute
  - National Institutes of Health; the Institutes
  - of International Law; the Institute
  - Woman's Institute; the institute
- Institution, if part of name; capitalized standing alone if referring to Federal unit:
  - Brookings; the institution
  - Carnegie; the institution
  - Smithsonian; the Institution
- insular government; island government
- intercoastal waterway (see waterway)
- interdepartmental
- International Court of Justice; the Court
- international:
  - banks (see Bank)
  - dateline
  - boundary
  - law
  - Morse code (see Code)
- Interstate 95; I-95; the interstate
- Intracoastal Waterway; the waterway (see also waterway)
- intrastate
- Irish potato
- Iron Cross (see decorations)
- Iron Curtain; the curtain
- Isthmian Canal (see Canal)
- Isthmus of Panama; the isthmus
- Ivory Coast

Japan Current (see Current)
Jersey cattle
Jim Crow law, car, etc.
Job Corps
Joint Chiefs of Staff; Chiefs of Staff
Joint Committee on Printing (see Committee)
Journal clerk; the clerk
Journal (House or Senate)
Judge Advocate General, the
judge; chief judge; circuit judge; district judge; *but* Judge Bryan
Justice; Justice O'Connor
judiciary, the

Kennedy round
King of England, etc.; the King
Koran, the; Koranic
K-ration
Ku Klux Klan; the Klan

Laboratory, if part of name; capitalized standing alone if referring to Federal unit: Forest Products; the Laboratory; *but* laboratory (non-Federal)
Lake: Erie, of the Woods, Salt; the lake
Lane, if part of name: Maiden; the lane
Latter-day Saints
law, Walsh-Healey, etc.; law 176; law No. 176; copyright law; Ohm's, etc.
League, Urban; the league
Legation, Finnish, etc.; the Legation
Legion:
  American; the Legion; a Legionnaire;
  French Foreign; the legion
Legislative Assembly, if part of name: of New York; of Puerto Rico, etc.; the legislative assembly; the assembly
legislative branch, clerk, session, etc.
Legislature:
  National Legislature (U.S. Congress); the Legislature
  Ohio Legislature; Legislature of Ohio; the State legislature; the legislature
Letters Patent No. 378,964; *but* patent No. 378,964; letters patent
Liberty Bell; Liberty ship
Librarian of Congress; the Librarian
Library:
  Army; the library
  Harry S. Truman; the library
  of Congress; the Library
  Hillsborough Public; the library
Lieutenant Governor of Idaho, etc.; the Lieutenant Governor
Light, if part of name; the light:
  Boston
  Buffalo South Pier Light 2; *but* light No. 2; light 2
  but Massachusetts Bay lights
Lighthouse (see Light Station)
Lightship, if part of name; the lightship:
  Grays Reef Lightship
  North Manitou Shoal Lightship
Light Station, if part of name; the light station; the station:
  Minots Ledge Light Station
  Watch Hill Light Station
Line(s), if part of name; the line(s):
  Burlington Lines (railroad)
  Greyhound Line (bus)
  Holland-America Line (steamship)
  Maginot (fortification)
line:
  DEW (Distant Early Warning)
  Mason-Dixon line *or* Mason and Dixon's line
  Pinetree
  State
Little Inch; Big Inch (pipelines)
Local: Teamsters Local Union No. 15; *but* local No. 15
local time, local standard time (see time)
Loop, the (see cities)
Louisiana Purchase
Low Church
Lower, if part of name:
  California (Mexico)
  Colorado River Basin
  Egypt
  Peninsula (of Michigan)
lower:
  48 (States)
  House of Congress
  Mississippi

Mafia
Magna Carta
Majesty, His, Her (see His Majesty)
Majority Leader Baker; *but* the majority leader (U.S. Congress)
Mall, The (District of Columbia)
Mansion, Executive (see Executive)
map 3, A, II, etc.; *but* Map 2, when part of title: Map 2.—Railroads of Middle Atlantic States
mariculture
Marine Corps; the corps:
  Marines (the corps); *but* marines (individuals)
  Organized Reserve; the Reserve
  also a marine; a woman marine; the women marines (individuals); soldiers, sailors, coastguardsmen, and marines
Maritime Provinces (Canada) (see Province)
market grades and classes:
  U.S. grade A
  barley: Western, Mixed, Malting Two-rowed
  beans: Red Kidney, U.S. No. 2 Pea
  cattle: Prime, Choice, Good
  corn: Yellow, White, Mixed, Dent
  cotton: Middling, Strict Good Ordinary, Strict Low Middling, Good Ordinary, etc.
  hay: Timothy Light Clover Mixed, Upland Prairie
  oats: White, Red, Mixed
  soybeans: Yellow, Black, Mixed
  tobacco: Flue-cured, Fire-cured, Cigar-wrapper

market grades and classes—Continued
  wheat: Hard Red Spring, Red Durum, Durum, Hard Red Winter, White, Mixed, etc.
  wool: Grade 60's or one-half blood
Marshal (see Supreme Court)
marshall (U.S.)
medals (see decorations)
medicaid
Medicare Act; medicare plan
Member, if referring to Senator, Representative, Delegate, or Resident Commissioner of U.S. Congress; *also* Member at Large; Member of Parliament, etc.; *but* membership; member of U.S. congressional committee
Merchant Marine Reserve; the Reserve; *but* U.S. merchant marine; the merchant marine
Metroliner
Metropolitan Washington, etc.; *but* Washington metropolitan area
midcontinent region
Middle Ages (see Ages)
Middle Atlantic States
Middle East; Mideast; Mideastern; Middle Eastern (Asia)
middle Europe
Middle West, Midwest (section of United States)
Middle Western States; Midwestern States; *but* midwestern farmers, etc.
Midsouth (section of United States)
milepost N452, etc.
Military Academy (see Academy)
Military Establishment (see Establishment)
Militia, if part of name; the militia:
  1st Regiment Ohio
  Indiana
  Naval
  of Ohio
  Organized
milkshed, Ohio, etc. (region)
Minister Plenipotentiary; the Minister; Minister Without Portfolio (see also foreign cabinets)
Ministry (see foreign cabinets)
Minority Leader Byrd; *but* the minority leader (U.S. Congress)
Mint, Philadelphia, etc.; the mint
minutemen (colonial)
missiles: capitalize such missile names as Hawk, Hound Dog, Redeye, etc.; *but* cruise missile, surface-to-air missile, air-to-air missile, etc.
Mission, if part of name; the mission:
  Gospel Mission
  Mission 66
  but diplomatic mission; military mission; Jones mission
Monument:
  Bunker Hill; the monument
  Grounds; the grounds (Washington Monument)
  National (see National)
Monument—Continued
  Washington; the monument (District of Columbia)
Moon (see rule 3.30)
Mountain States
mountain time, mountain standard time (see time)
Mr. Chairman; Mr. Secretary; etc.
Museum, capitalize with name; the museum:
  Army Medical; the Medical Museum
  Field
  National
  National Air; the Air Museum

Nation (synonym for United States); *but* a nation; nationwide; *also* French nation, Balkan nations
Nation, Creek; Osage; etc.; the nation
nation, in general, standing alone
National, in conjunction with capitalized name:
  Academy of Sciences (see Academy)
  and State institutions, etc.
  Archives, the (see The)
  Capital (Washington); the Capital
  Endowment for the Arts; the Endowment
  Forest (see Forest)
  Gallery of Art; the National Gallery; the gallery
  Grange; the Grange
  Guard, Ohio, etc.; Air National; the National Guard; the Guard; a guardsman; *but* a National Guard man; National Guardsman
  Institute (see Institute)
  Legislature (see Legislature)
  Monument, Muir, etc.; the national monument; the monument
  Museum (see Museum)
  Naval Medical Center (Bethesda, MD)
  Park, Yellowstone, etc.; Yellowstone Park; the national park; the park
  Treasury; the Treasury
  War College
  Woman's Party; the party
  Zoological Park (see Zoological)
national:
  agency check (NAC)
  anthem, customs, spirit, etc.
  British, Mexican, etc.
  defense agencies
  stockpile
  water policy
Native, Alaska; *but* Ohio native, etc. (see Alaska)
Naval, if part of name:
  Academy (see Academy)
  Base, Guam Naval; the naval base
  District, 1st Naval (see District)
  Establishment (see Establishment)
  Home (Philadelphia); the home
  Militia; the militia
  Observatory (see Observatory)
  Potomac River Naval Command (see Command)

- Naval—Continued
  - Reserve; the Reserve; a reservist
  - Reserve Force; the force
  - Reserve officer; a Reserve officer
  - Shipyard (if preceding or following name): Brooklyn Naval Shipyard; Naval Shipyard, Brooklyn; *but* the naval shipyard
  - Station (if preceding or following name): Key West Naval Station; Naval Station, Key West; the station
  - Volunteer Naval Reserve
  - War College; the War College; the college
- naval, in general sense:
  - command (see Command)
  - district (see District)
  - expenditures, maneuvers, officer, service, stores, etc.
  - petroleum reserves; *but* Naval Petroleum Reserve No. 2 (Buena Vista Hills Naval Reserve); reserve No. 2
- navel orange
- Navy, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Navy:
  - Admiral of the; the admiral
  - Battle Force; the Battle Force; the force
  - Establishment; the establishment
  - Hospital Corps; hospital corpsman; the corps
  - Regular
  - regulation 56
  - Scouting Force; the scouting force; the force
  - Seabees (construction battalion); a Seabee
  - 7th Task Force (see Force)
- navy yard
- Nazi; nazism
- Near East (Balkans, etc.)
- Negro; Negress (see black)
- New Deal; anti-New Deal
- New, if part of name: New Willard
- New England States
- New World
- Nine Power Treaty; the treaty
- North:
  - Atlantic
  - Atlantic Pact (see Pact)
  - Atlantic States
  - Atlantic Treaty (see Treaty)
  - Atlantic Treaty Organization (NATO) (see Organization)
  - Equatorial Current (see Current)
  - Korea
  - Pole
  - Slope (Alaska)
  - Star (Polaris)
  - the North (section of United States)
- north:
  - Africa
  - Ohio, Virginia, etc.
- north-central region, etc.
- Northeast corridor
- northern Ohio
- Northern States
- northerner
- Northwest Pacific
- Northwest Territory (1799)
- Northwest, the (section of United States)
- Northwest Washington (see cities)
- Northwestern:
  - States
  - United States
- numbers capitalized if spelled out as part of a name:
  - Air Force One (Presidential plane)
  - Charles the First
  - Committee of One Hundred
  - Nineteenth Census (see Census)

- Observatory, capitalized with name:
  - Astrophysical; the Observatory
  - Lick; the observatory (nongovernmental)
  - Naval; the Observatory
- Occident, the; occidental
- Ocean, if part of name; the ocean:
  - Antarctic
  - Arctic
  - Atlantic
  - North Atlantic, etc.
  - Pacific
  - South Pacific, etc.
  - Southwest Pacific, etc.
- Oceanographer (the Hydrographer), Navy
- Office, if referring to unit of Federal Government; the Office:
  - Executive
  - Foreign (see foreign cabinets)
  - General Accounting; the Accounting Office; the Office
  - Government Printing; the Printing Office; the Office
  - Naval Oceanographic
  - of Alien Property
  - of Chief of Naval Operations
  - of General Counsel
  - of Management and Budget
  - of the Secretary (Defense); Secretary's Office
  - Patent
  - *but* New York regional office (including branch, division, or section therein); the regional office; the office
- officer:
  - Army
  - Marine; *but* naval and marine officers
  - Navy; Navy and Marine officers
  - Regular Army; Regular; a Regular
  - Reserve
  - WAC, WAVE
- Old Dominion (Virginia)
- Old South
- Old World
- Olympic games; Olympiad; XXIII Olympic games
- Operation Deep Freeze, Snowdrop, etc.; *but* Deep Freeze operation

- Order of Business No. 56 (congressional calendar)
- Ordnance:
  - Corps (see Corps)
  - Department; the Department
  - Depot (see Depot)
- Organization, if part of name; capitalized standing alone if referring to international unit:
  - International Labor
  - North Atlantic Treaty (NATO):
    - Chiefs of Staff
    - Committee of Defense Ministers
    - Council
    - Council of Foreign Ministers
    - Defense Committee
    - Military Committee
    - Military Production and Supply Board
    - Mutual Defense Assistance Program
    - Pact (see Pact)
    - Regional Planning Group; the Group
    - Standing Group; the Group
  - of American States (formerly Pan American Union)
  - United Nations Educational, Scientific, and Cultural Organization (Unesco©) (formerly UNESCO)
- Organized:
  - Marine Corps Reserve; Marine Reserve; the Reserve
  - Militia; the militia
  - Naval Militia; the Naval Militia; the militia
  - Reserve Corps; the Reserve
- Orient, the; oriental
- Outer Continental Shelf (see Continental)

- Pacific (see also Atlantic):
  - coast
  - Coast (*or* slope) States
  - Northwest
  - seaboard
  - slope
  - South
  - States
  - time, Pacific standard time (see time)
  - *but* cispacific; transpacific
- Pact, capitalized with name; lowercased standing alone:
  - Atlantic; Atlantic Defense
  - Baghdad
  - Four Power
  - Kellogg
  - North Atlantic; North Atlantic Defense
- pan-American games; *but* Pan American Day
- Pan American Union (see Organization of American States)
- Panel, the Federal Service Impasses (Federal), etc.; the Panel
- Panhandle of Texas; Texas Panhandle; the panhandle; etc.
- papers, Woodrow Wilson, etc.; the papers; *but* white paper
- Parish, Caddo, etc.; *but* parish of Caddo (Louisiana civil division); the parish
- Park, Fairmount, etc.; the park (see also National)
- Park Police, U.S.; park policeman
- Park, Zoological (see Zoological)
- Parkway, George Washington Memorial; the memorial parkway; the parkway
- Parliament, Houses of; the Parliament
- Parliamentarian (U.S. Senate or House)
- part 2, A, II, etc.; *but* Part 2, when part of title: Part 2:[11] Iron and Steel Industry
- Pass, Brenner, capitalized if part of name; the pass
- patent (see Letters Patent)
- Patrol, U.S. Border
- Peninsula Upper (Lower) (Michigan); the peninsula
- Penitentiary, Albany, etc.; the penitentiary
- petrodollar
- phase 2; phase I
- Philippine Republic (see Republic)
- Pilgrim Fathers (1620); the Pilgrims; a Pilgrim
- Place, if part of name: Jefferson Place; the place
- Plains (Great Plains), the
- plan:
  - Colombo
  - controlled materials
  - 5-year
  - Marshall (European Recovery Program)
  - Reorganization Plan No. 6 (Hoover Commission); plan No. 1
- Planetarium, Fels, Hayden; the planetarium
- Plant, Rockford Arsenal; the plant; *but* United States Steel plant
- plate 2, A, II, etc.; *but* Plate 2, when part of title: Plate 2.—Rural Structures
- Plaza, Union Station (Washington, DC); the plaza
- Pledge of Allegiance
- Point 4 Program; point 4
- Pole: North, South; the pole; subpolar
- Pole Star (Polaris); polar star
- Police, if part of name; the police:
  - Capitol
  - Park, U.S.
  - White House
- political action committee (PAC)
- political parties and adherents (Party, if part of name; the party):
  - Communist; a Communist; a Commie
  - Conservative; a Conservative
  - Democratic; a Democrat
  - Independent; an Independent
  - Liberal; a Liberal
  - Libertarian; a Libertarian
  - National Woman's; Woman's Party

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[11] See footnote 2, p. 36.

- political parties—Continued
  - Progressive; a Progressive
  - Republican; Grand Old Party; *but* grand old Republican Party; a Republican
  - Socialist; a Socialist
- Pool, Northwest Power, etc.; the pool
- Pope; *but* papal, patriarch, pontiff, primate
- Port, if part of name; Port of Norfolk; Norfolk Port; the port (see Authority)
- Post Office, Chicago, etc.
- P.O. Box (with number); *but* post office box (in general sense)
- Postal Union (see Union)
- Postmaster General
- Powers, if part of name; the powers (see also alliances):
  - Allied (World Wars I and II)
  - Axis (World War I)
  - Big Four
  - Western
  - *but* European powers
- precinct; first, 11th precinct
- Premier (see foreign cabinets)
- Preserve, Wichita National Forest Game, etc.; Wichita Game Preserve; Wichita preserve
- Presidency (office of head of Government)
- President:
  - of the United States; the Executive; the Chief Magistrate; the Commander in Chief; the President-elect; ex-President; former President; also preceding name
  - of any other country; the President of Federal or international unit
  - *but* president of the Erie Railroad; president of the Federal Reserve Bank of New York
- Presidential assistant, authority, order, proclamation, candidate, election, timber, year, etc.
- Prime Minister (see foreign cabinets)
- Prison, Auburn, etc.; the prison
- Privy Council, Her Majesty's (see Council)
- Prize, Nobel, Pulitzer, etc.; the prize
- Proclamation, Emancipation; Presidential Proclamation No. 24; Proclamation No. 24; the proclamation; *but* Presidential proclamation
- Program, if part of name. Examples:
  - European Recovery
  - Food-for-Peace
  - Mutual Assistance
  - Mutual Defense Assistance
  - Point 4
  - Social Security
  - Universal Military Training
- project:
  - Central Valley
  - Manhattan
  - McNary Dam
  - Rochester atomic energy
  - University of California atomic energy
- Project Farside, Sidewinder, Vanguard, etc.; *but* Vanguard project
- Project Head Start
- proposition 13
- Prosecutor; Special Prosecutor (Federal)
- Province, Provincial, if referring to an administrative subdivision: Ontario Province; Province of Ontario; Maritime Provinces (Canada); the Province
- Proving Ground, Aberdeen, etc.; the proving ground
- Public Act 26; Public Law 9; Public 37; Public Resolution 3; *but* public enemy No. 1
- Public Printer; the Government Printer; the Printer
- public utility district (see District)
- Pueblo, Santa Clara; the pueblo
- Puerto Rico:
  - government
  - Governor of; the Governor
  - Legislative Assembly of: the legislative assembly
  - Provisional Regiment; *but* Puerto Rico regiment
  - Resident Comissioner
- Purchase, Gadsden, Louisiana, etc.
- Puritan; puritanical

- Quad Cities (Davenport, Rock Island, Moline, and East Moline)

- Radio Free Europe
- Railroad, Alaska; the Railroad
- Ranch, King, etc.; the ranch
- Range Cascade, etc. (mountains); the range
- Rebellion, if part of name; the rebellion:
  - Boxer
  - Great (Civil War)
  - War of the
  - Whisky
- Reconstruction period (post-Civil War)
- Red army
- Red Cross, American (see American)
- Reds, the; a Red (political)
- Reformation, the
- Reformatory, Elmira, etc.; the reformatory
- Refuge, Blackwater Migratory Bird, etc.; Blackwater Bird Refuge; Blackwater refuge
- region, north-central, etc.; first region, 10th region; region 7 (see rule 12.10); midcontinent
- Register of the Treasury; the Register
- Regular Army, Navy; a Regular (see also officer)
- regulation:
  - ceiling price regulation 8
  - 56 (Navy)
  - supplementary regulation 22
  - Veterans Regulation 8; *but* veterans regulations
  - W (see also Federal Reserve Board)
- Reign of Terror (France, 1792)

- religious terms:
  - Bahai
  - Baptist
  - Brahman
  - Buddhist
  - Catholic; Catholicism; *but* catholic (universal)
  - Christian
  - Christian Science
  - Evangelical United Brethren
  - Hebrew
  - Latter-day Saints
  - Mohammedan
  - New Thought
  - Protestant; Protestantism
  - Seventh-day Adventists
  - Seventh-Day Baptists
  - Zoroastrian
- Renaissance, the (era)
- reorganization plan (see plan)
- Report, if part of name (with date or number); the annual report; the report:
  - Annual Report of the Secretary of Defense for the year ended September 30, 1981
  - 1981 Report of the Chief of the Forest Service
  - President's Economic Report; the Economic Report
  - Report No. 31
  - Railroad Retirement Board Annual Report, 1981; *but* annual report of the Railroad Retirement Board
  - 17th Annual Report of the Public Printer; *but* 17th annual report
  - United States Reports (publication)
- Reporter, the (U.S. Supreme Court)
- Representative; Representative at Large (U.S. Congress); U.N.
- Republic, capitalized if part of name; capitalized standing alone if referring to a specific government:
  - French
  - Irish
  - of Panama
  - of the Philippines; Philippine Republic
  - United States
  - *also* the American Republics; South American Republics; the Latin American Republics; the Republics
- Reservation (forest, military, or Indian), if part of name; the reservation:
  - Great Sioux
  - Hill Military
- Reserve, if part of name; the Reserve (see also Air Force; Army Corps; Foreign Service; Marine Corps; Merchant Marine; Naval):
  - Active
  - Air Force
  - Army
  - bank (see Bank)
  - Board, Federal (see Federal)
  - city (see Bank)
  - Civil Air Patrol
  - components
- Reserve—Continued
  - Enlisted
  - Establishment
  - Inactive
  - Naval
  - officer
  - Officers' Training Corps
  - Ready
  - Retired
  - Strategic
  - Standby
  - Volunteer Naval
  - Women's (see Women's Reserve)
- Reserves, the; reservist
- Resident Commissioner (see Member; Puerto Rico)
- Resolution, with number; the resolution:
  - House Joint Resolution 3
  - Public Resolution 6
  - Resolution 42
  - Senate Concurrent Resolution 18
  - *but* Tonkin resolution
- Revised Statutes (U.S.); Supplement to the Revised Statutes; the statutes
- Revolution, Revolutionary (if referring to the American, French, or English Revolution) (see also War)
- Road, if part of name: Benning; the road
- Roman numerals, common nouns used with, not capitalized:
  - book II; chapter II; part II; etc.
  - *but* Book II:[12] Modern Types (complete heading); Part XI:[12] Early Thought (complete heading)
- route No. 12466; mail route 1742; railway mail route 1144; *but* Route 40, State Route 9 (highways)
- Royal Decree No. 24; Decree 24; the royal decree
- rule 21; rule XXI; *but* Rule 21, when part of title: Rule 21:[12] Renewal of Motion
- Ruler of the Universe (Deity)
- Rules:
  - of the House of Representatives; *but* rules of the House
  - Standing Rules of the Senate (publication); *but* rules of the Senate
  - *also* Commission rules

- Sabbath; Sabbath Day
- sanitary district (see District)
- savings bond (see bond)
- schedule 2, A, II, etc.; *but* Schedule 2, when part of title; Schedule 2:[12] Open and Prepay Stations
- School, if part of name; the school:
  - any school of U.S. Armed Forces
  - Hayes
  - Pawnee Indian
  - Public School 13; P.S. 13
- school district (see District)
- Scriptures; Holy Scriptures (the Bible)
- Seabees (see Navy)
- seaboard, Atlantic, eastern, etc.

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[12] See footnote 2, p. 36.

seasons:
  autumn (fall)
  spring
  summer
  winter
seaway (see geographic terms; Authority; Corporation)
Second World War (see War)
Secretariat (see United Nations)
Secretaries of the Army and the Navy; *but* Secretaries of the military departments; secretaryship
Secretary, head of national governmental unit:
  of Defense; of State; etc.; the Secretary
  of State for Foreign Affairs (British); for the Colonies; etc.; the Secretary
  of the Smithsonian Institution; the Secretary
  also the Assistant Secretary; the Executive Secretary
  but secretary of the Interstate Commerce Commission; secretary of state of Iowa
Secretary General: the Secretary General:
  Organization of American States
  South Pacific Commission
  United Nations
section 2, A, II, etc.; *but* Section 2, when part of title: Section 2:[13] Test Construction Theory
Selective Service (see Service; System)
Senate (U.S.), title of officers standing alone capitalized:
  Chaplain
  Chief Clerk
  Doorkeeper
  Official Reporter(s)
  Parliamentarian
  Postmaster
  President of the
  President pro tempore
  Presiding Officer
  Secretary
  Sergeant at Arms
Senate, Ohio (State); the senate
Senator (U.S. Congress); *but* lowercased if referring to a State senator, unless preceding a name
senatorial
Sergeant at Arms (U.S. Senate or House)
Sermon on the Mount
Service, if referring to Federal unit; the Service:
  Customs (formerly Customs Bureau)
  Employment
  Extension
  Fish and Wildlife
  Foreign (see Foreign Service)
  Forest
  Immigration and Naturalization
  Internal Revenue
  Mediation and Conciliation
Service—Continued
  National Park
  Postal
  Secret (Treasury)
  Selective (see also System); *but* selective service, in general sense; selective service classification 1-A, 4-F, etc.
  Soil Conservation
service:
  airmail
  Army
  city delivery
  consular
  customs (see Service)
  diplomatic
  employment (State)
  extension (State)
  general delivery
  naval
  Navy
  parcel post
  postal field
  railway mail (see Division)
  rural free delivery; rural delivery; free delivery
  special delivery
  star route
Shelf, Continental (see Continental)
ship of state (unless personified)
Sister(s) (adherent of religious order)
Six Nations (see Indians)
Smithsonian Institution (see Institution)
Social Security Administration, application, check, pension, etc.
Socialist; socialism; socialistic (see also political parties)
Society, if part of name; the society:
  American Cancer Society, Inc.
  Boston Medical
  of the Cincinnati
soil bank
soil classifications:
  Alpine Meadow
  Bog
  Brown
  Chernozem (Black)
  Chestnut
  Desert
  Gray-Brown Podzolic
  Half Bog
  Laterite
  Pedalfer
  Pedocal
  Podzol
  Prairie
  Ramann's Brown
  Red
  Rendzina
  Sierozem (Gray)
  Solonchak
  Solonetz
  Soloth
  Terra Rossa
  Tundra
  Wiesenboden
  Yellow
Soldiers' Home, if part of name: Ohio Soldiers' Home; the soldiers' home; etc.
Solicitor for the Department of Commerce, etc.; the Solicitor
Solicitor General (Department of Justice)
Son of Man (Christ)
Sons of the American Revolution (organization); a Son; a Real Son
South:
  American Republics (see Republic)

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[13] See footnote 2, p. 36.

- South—Continued
  - American States
  - Atlantic
  - Atlantic States
  - Deep South (U.S.)
  - Korea
  - Midsouth (U.S.)
  - Pacific
  - Pole
  - the South (section of United States); Southland
- Southeast Asia
- southern California, southeastern California, etc.
- Southern States
- Southern United States
- southerner
- Southwest, the (section of United States)
- Soviet (see U.S.S.R.)
- space shuttle; the shuttle
- Spanish-American War (see War)
- Special Order No. 12; Special Orders, No. 12; a special order
- Spirit of '76 (painting); *but* spirit of '76 (in general sense)
- sputnik; *but* Sputnik I, etc.
- Square, Lafayette, etc.; the square
- Staff, Foreign Service (see Foreign Service); Air
- Staked Plain
- standard time (see time)
- Star of Bethlehem
- Star-Spangled Banner (see flag)
- State:
  - government
  - legislature (see Legislature)
  - line, Iowa, Ohio-Indiana, etc.
  - New York
  - of Israel
  - of Pennsylvania
  - of Veracruz
  - of the Union Message/Address
  - out-of-State (adjective); *but* out-of-stater
  - prison
  - rights; States rights
  - Vatican City
- state:
  - and church
  - of the art: state-of-the-art technology
  - statehood, statehouse, stateside, statewide
  - downstate, tristate, upstate, instate, substate, multistate
  - welfare
- State's attorney
- state's evidence
- States:
  - Arab
  - Balkan
  - Baltic
  - communistic
  - Eastern; *but* eastern industrial States
  - East North Central
  - East South Central
  - Eastern Gulf
  - Eastern North Central, etc.
  - Far Western
- States—Continued
  - Gulf; Gulf Coast
  - Lake
  - Latin American
  - lower 48
  - Middle
  - Middle Atlantic
  - Middle Western
  - Midwestern
  - Mountain
  - New England
  - North Atlantic
  - Northwestern, etc.
  - Organization of American
  - Pacific
  - Pacific Coast
  - rights
  - South American
  - South Atlantic
  - Southern
  - the six States of Australia; a foreign state
  - Thirteen Original; original 13 States
  - Western; *but* western Gulf; western farming States
- Station, if part of name; the station; not capitalized if referring to surveying or similar work:
  - Grand Central
  - Key West Naval (see Naval)
  - Nebraska Experiment Station; Experiment Station, Nebraska; Nebraska station
  - Syracuse Air Force
  - television station WSYR–TV
  - Union; Union Depot; the depot
  - WRC station; station WRC; radio station WRC; broadcasting station WRC
- station 9; substation A
- Statue of Liberty; the statue
- Statutes at Large (U.S.) (see also Revised Statutes)
- stockpile, national
- stone age (see Ages)
- Stream, Gulf (see Gulf; Geographic terms)
- Street, if part of name; the street:
  - I Street (not Eye)
  - Fifteen-and-a-Half
  - 110th Street
- subcommittee (see Committee)
- Subtreasury, New York, etc.; subtreasury at New York; the subtreasury
- subtropical, subtropic(s) (see tropical)
- summit meeting
- Sun (see rule 3.30)
- Superintendent, if referring to head of Federal unit; the Superintendent:
  - of Documents (Government Printing Office)
  - of the Naval (or Military) Academy
- Supplement to the Revised Statutes (see Revised Statutes)
- Supreme Bench; the Bench; *also* High Bench; High Tribunal

Supreme Court (U.S.); (the Court; *also* High Court; titles of officers standing alone capitalized:)
  Associate Justice; Justice
  Chief Justice
  Clerk
  Marshal
  Reporter
Surgeon General, the (Air Force, Army, Navy, and Public Health Service)
Survey, if part of name of Federal unit; the Survey: Coast and Geodetic; Geological; National Wilderness Preservation
System, if referring to Federal unit; the System:
  Alaska Communication; the system
  Bell; the system
  Federal Credit
  Federal Home Loan Bank
  Federal Reserve
  National Forest; the System
  National Highway; the System
  National Park; the System
  National System of Interstate and Defense Highways; National System of Interstate Highways; Interstate System of Highways; Interstate Highway System; the Interstate System; the National System; the system; *but* highway system; Federal road system
  National Trails
  National Wild and Scenic Rivers
  New York Central System
  Regional Metro System; Metro system
  Selective Service (see also Service)
  but Amtrak railway system; Amtrak system; the system
  also Federal land bank system

table 2, II, A, etc.; *but* Table 2, when part of title: Table 2:[14] Degrees of Land Deterioration
task force (see Force; Report)
Team, USAREUR Field Assistance, etc.; the team
television station (see Station)
Territorial, if referring to a political subdivision
Territory:
  Northwest (1799); the territory
  Trust Territory of the Pacific Islands; Pacific Islands Trust Territory; the trust territory; the territory
  Yukon, Northwest Territories; the Territory(ies), Territorial (Canada)
  but territory of: American Samoa, Guam, Virgin Islands
The, part of name, capitalized:
  The Dalles; The Gambia; The Hague; The Weirs; *but* the Dalles Dam; the Dalles region; the Hague Conference; the Weirs streets
  but the Adjutant General; the National Archives; the Archives; the Times; the *Mermaid;* the Federal Express
Third World
Thirteen American Colonies, etc. (see Colonies)
Thirteen Original States
Thruway, New York; the thruway
time:
  Atlantic, Atlantic standard
  central, central standard
  eastern, eastern daylight, eastern daylight saving (no *s*), eastern standard
  Greenwich civil, etc.
  local, local standard
  mountain, mountain standard
  Pacific, Pacific standard
  universal
title 2, II, A, etc.; *but* Title 2, when part of title: Title 2:[14] General Provisions
Tomb:
  Grant's; the tomb
  of the Unknown Soldier; Unknown Soldier's Tomb; Tomb of the Unknowns; the tomb (see also Unknown Soldier)
Tower, Eiffel, etc.; the tower
Township, Union; township of Union
trade names and trademarks:
  Acrilan
  Airwick
  Alemite
  Alpha (protein)
  Al Si Mag
  Alumel
  Alundum
  Ameripol
  Anchor (fence)
  Areskap
  Aresket
  Aresklene
  Artgum

  Bactratycin
  Bakelite
  Band-Aid
  Belleekware
  Benzedrine
  Bessemer (steel)
  Black Leaf 40
  Blendor (Waring)
  Blue Rock (clay target)

  Calgon
  Calrod
  Carbitol
  Carbofrax
  Carborundum
  Catalin
  Caterpillar (tread)
  Celanese
  Celastic
  Cellosolve
  Cellucotton (surgical dressing)
  Celluloid (plastics)
  Celotex
  Chevron (machinery packing)
  Chlorex
  Chromel (alloy)
  CinemaScope
  Coca-Cola
  Coke
  Conelrad
  Corex
  Crawlers
  Cyclone (fence)

  Dacron
  Danforth (anchor)
  Decalin
  Deepfreeze (home freezer)
  De-Ion
  Ditto
  Dulux
  Duraloy
  Duraplex

  Electro-Silicon
  Elektron
  Emulphor

  Fairprene
  Formica
  Fathometer
  Fiberglas (fiberglass in general sense)
  Fig Newtons
  Filtrol
  Foamite
  Freon
  Frigidaire

  Geon
  Glyptal
  Go Kart
  Gyropilot
  Gyrosyn

  Halon (gas)
  Hercolyn

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[14] See footnote 2, p. 36.

trade names—Continued
  Hush Puppies (shoes)
  Hydroseal
  Hyex

  Igepon
  Inconel
  Intertype (typesetting)
  Invar
  Iron-Clad (batteries)

  Jeep
  Kepone (chlordecone)
  Kiddie Kar
  Klaxon
  Kleenex
  Klieglight
  Kodak
  Kodapak
  Koroseal
  Kovar

  Lastex
  Laundromat
  Lavite
  Leatherette
  Lexide
  Library (paste)
  Lift Gate
  Linotype
  Lollypop
  Lucite
  Lux

  Masonite
  Methocel
  Micarta
  Mimeograph
  Modutrol
  Monel (metal)
  Monotype
  Mycalex

  Nekal
  Nichrome
  Nicofume
  Nitralloy
  Nonex

  Orlon

  Paraplex
  Peg Board
  Perbunan
  Permutit
  Phosphor bronze
  Photostat
  Photronic
  Phytin (pharmaceutical product)
  Ping-Pong
  Plastacele
  Plexiglas
  Pliofilm
  Pliolite
  Pliowax
  Polane
  Polaroid
  Polymerin
  Porocel
  Portland cement
  Primacord
  Pullman car
  Push-Back (theater chairs)
  Pyralin
  Pyrex glass

  Quonset hut

  Refinite
  Resinox
  Revertex
  Rocklath (plasterboard)
  Rockwell (tester)
  Royal typewriter

  Sanforized
  Santomerse
  Scotch (pressure-sensitive tape, etc.)
  Shakeproof
  Sheetrock
  Slim Jims
  Snow Crop
  Solid Circuit
  Solvesso
  Speed-Nut (fastener)
  Steel-Flex
  Stellite
  Steri-Pad (surgical dressing)
  Stiflex
  Styrofoam
  Sylphon
  Sylphrap
  Synpor
  Syntron

  Tabasco sauce
  Talon (fastener)
  Technicolor
  Teflon
  TelePrompter
  Teletype
  Terramycin
  Textolite
  Thermit
  Thermofax
  Thermos (vacuum bottle)
  Thiokol
  Transite

  Uformite
  Univac
  Urotropin

  Vacumatic
  Varsol
  Vaseline
  Verichrome
  Victrola
  Vinylite
  Viscoloid
  Vistac
  Vistanex (-Medium)
  Vu-Graph
  Vultex

  Windbreaker

  Xerox
  ZIP Code (Postal)
  Zipper (heels)

transatlantic; transpacific; trans-Siberian, etc.; *but* Transjordan; Trans-Alaska
Treasurer, Assistant, of the United States; the Assistant Treasurer; *but* assistant treasurer at New York, etc.
Treasurer of the United States; the Treasurer
Treasury notes; Treasurys
Treasury, of the United States; General; National; Public; Register of the
Treaty, if part of name; the treaty:
  Jay Treaty
  North Atlantic; North Atlantic Defense
  of Versailles
  but treaty of 1919
triad
tribe (see Indians)
Tribunal, standing alone capitalized only in minutes and official reports of a specific arbitration; *also* High Tribunal; the Tribunal (Supreme Court); Copyright Royalty Tribunal, the tribunal
Tris (chemical)
Tropic of Cancer, of Capricorn; the Tropics
tropical; neotropic, neotropical, subtropic(s), subtropical
Trust, Power, etc.
trust territory (see Territory)
Tunnel, Lincoln, etc.; the tunnel; *but* irrigation, railroad, etc., tunnel
Turnpike, Pennsylvania, etc.; the turnpike
Twin Cities (Minneapolis and St. Paul)

U-boat
Under Secretary, if referring to officer of Federal Government; the Under Secretary:
  of Agriculture
  of State
  of the Treasury
Uniform Code of Military Justice (see Code)
Union (if part of proper name; capitalized standing alone if synonym for United States or if referring to international unit):
  International Typographical; the Typographical Union; the union
  Pan American (see Organization of American States)
  Station; *but* union passenger station; union freight station
  Teamsters Union; the Teamsters; the union; *also* the Auto Workers, etc.
  Universal Postal; the Postal Union; the Union
  Western (see alliances)
  Woman's Christian Temperance
  but a painters union; printers union
Union of Soviet Socialist Republics (see U.S.S.R.)

- Unit, if referring to Federal branch; the Unit:
  - Alcohol Tax
  - Income Tax
- United Nations:
  - Charter; the charter
  - Conference on International Organization; the Conference
  - Economic and Social Council; the Council
  - Educational, Scientific, and Cultural Organization (Unesco©) (see Organization)
  - Food and Agriculture Organization (FAO); the Organization
  - General Assembly; the Assembly
  - International Children's Emergency Fund (UNICEF); the Fund
  - International Court of Justice; the Court
  - International Labor Organization (see Organization)
  - Little Assembly; the Assembly
  - Permanent Court of Arbitration (see Court)
  - Secretariat, the
  - Secretary General
  - Security Council; the Council
  - Special United Nations Fund for Economic Development (SUNFED)
  - Trusteeship Council; the Council
  - University
  - World Employment Conference
  - World Health Organization (WHO); the Organization
- universal:
  - military training (see Program)
  - time (see time)
- Universal Postal Union (see Union)
- University, if part of name: Stanford; the university
- Unknown Soldier; Unknown of World War II; World War II Unknown; Unknown of Korea; Korea Unknown; the Unknowns (see also Tomb)
- Upper, if part of name:
  - Colorado River Basin
  - Egypt
  - Peninsula (of Michigan)
  - *but* upper House of Congress
- U.S.S.R. (Union of Soviet Socialist Republics):
  - Cominform (Communist Information Bureau)
  - Communist International
  - Communist States
  - Politburo
  - Red army
  - Reds, the; a Red
  - Soviet, if part of name; capitalized standing alone if referring to central governmental unit:
    - Government; *but* Communist government
    - Moscow
    - National
    - of Labor and Defense
- U.S.S.R. (Union of Soviet Socialist Republics)—Continued
  - S.S.S.R. (Siberian Soviet Socialist Republics)
  - *but* a soviet; sovietic; sovietism; sovietize

- Valley, Shenandoah, etc.; the valley; *but* the valleys of Virginia and Maryland
- V–E Day; V–J Day (see holidays)
- veteran, World War
- Veterans' Administration (see Administration)
- Veterans Day (see holidays)
- vice consul, British, etc.
- Vice President (same as President)
- Victoria Cross (see decorations)
- Vietcong
- Voice of America; the Voice
- volume 2, A, II, etc.; *but* Volume 2, when part of title: Volume 2: [15] Five Rivers in America's Future
- Volunteer Naval Reserve (see Reserve)

- WAC (see Corps)
- War, if part of name:
  - Between the States
  - Civil
  - First World War; World War I; World War; Great War; Second World War; World War II; *but* world war III
  - for Independence (1776)
  - French and Indian (1754–63)
  - Mexican
  - of the Nations
  - of the Rebellion; the rebellion
  - of the Revolution; the Revolution
  - of 1812; *but* war of 1914
  - Philippine Insurrection
  - Revolutionary
  - Seven Years'
  - Six-Day (Arab-Israeli)
  - Spanish
  - Spanish-American
  - the two World Wars
  - *also* post-World War II
- war:
  - cold, hot
  - European
  - French and Indian wars
  - Indian
  - Korean
  - third world; world war III
  - with Mexico
  - with Spain
- War College, National (see College)
- War Mothers (see American)
- ward 1, 2, etc.; first, 11th, etc. (see rule 12.10)
- Washington's Farewell Address
- water district (see District)
- waterway, inland, intercoastal, etc.; *but* Intracoastal Waterway

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[15] See footnote 2, p. 36.

Week, Fire Prevention; etc.
welfare state
West:
  Bank (Jordan)
  Coast (Africa); *but* west coast (U.S.)
  End, etc. (section of city)
  Europe (political entity)
  Far West; Far Western States
  Florida (1763-1819)
  Germany (political entity)
  Middle (United States); Midwest
  South Central States, etc.
  the West (section of United States; *also* world political entity)
west, western Pennsylvania
Western:
  bloc
  civilization
  countries
  Europe(an) (political entity)
  Germany (political entity)
  Hemisphere; the hemisphere
  ideas
  North Central States
  Powers
  States
  Union (see alliances)
  United States
  World
  but far western; western farming States (U.S.)
westerner
Wheat Belt (see Belt)
whip, the (of political party in Congress)
Whisky Rebellion (see Rebellion)
White House:
  Blue Room
  East Room
  Oval Office
  Police (see Police)
  Red Room
  State Dining Room
white paper, British, etc.
Wilderness, capitalized with name; San Joaquin Wilderness, CA; the wilderness; *but* the Wilderness (Virginia battlefield)
woman marine, etc. (see Marine Corps)
Women's Army Corps (see Corps)
Women in the Air Force (WAF); a Waf, Wafs (individuals)
women's lib
Women's Reserve of the Coast Guard Reserve; Women's Reserve; the Reserve; SPAR, popular name, made up of initial letters of motto *semper paratus—always ready;* a Spar
Women's Reserve of the Naval Reserve; Women's Reserve; the Reserve; WAVES (*w*omen *a*ccepted for *v*olunteer *e*mergency *s*ervice); a Wave
Wood, if part of name:
  Belleau Wood
  House of the Woods (palace)
World: New, Old, Third; *but* Free world
World Series
World War (see War)
World War II veteran

x ray (note: no hyphen)

Year, International Geophysical; the Geophysical Year; the Year
year:
  calendar
  fiscal
Young Men's Christian Association (see Association)
Your Excellency; Your Honor; Your Majesty; etc.
Youth Corps; the Corps

ZIP Code number; ZIP+4
Zone, if part of name; the zone:
  Bizonia; bizonal
  British (in Germany)
  Canal (Panama)
  Eastern, Western (Germany)
  Frigid
  New York Foreign Trade; Foreign Trade Zone No. 1; *but* the foreign trade zone
  of Interior (see Command)
  Temperate, Torrid; the zone
  Trizonia; trizonal
  but Arctic, eastern standard time, polar, tropical zone, etc.
Zoological Park (National); the zoo; the park

NOTES

NOTES

5. SPELLING

(See also Compound Words; Abbreviations)

5.1. To avoid the confusion and uncertainty of various authorities on spelling, the Government Printing Office must of necessity adopt a single guide for the spelling of words the preferred forms of which are not otherwise listed or provided for in this MANUAL. The guide is Webster's Third New International Dictionary. Unless herein otherwise authorized, the Government Printing Office will continue to follow Webster's spelling. Colloquial and dialect spellings are not to be used unless required by the subject matter or specially requested.

Spelling

Preferred and difficult spellings

5.2. In addition to indicating the preferred forms of words with variant spellings, the list also contains other words frequently misspelled or causing uncertainty. (See also Word Division, a supplement to the STYLE MANUAL; for brief description, see p. 2.)

A

- abattoir
- aberration
- abetter
  - abettor (law)
- abridgment
- absorb (take in)
  - adsorb (adhesion)
- abysmal
- a cappella
- accede (yield)
  - exceed (surpass)
- accepter
  - acceptor (law)
- accessory
- accommodate
- accordion
- accouter
- accursed
- acetic (acid)
  - ascetic (austere)
- acknowledgment
- acoustic
- adapter
- adjurer
- adjuster
- ad nauseam
- adviser
  - advisor (law)
- adz
- aegis
- affect (influence, v.)
  - effect (result, n., v.)
- aging
- aid (n., v.)
- aide
- aide-de-camp
- albumen (egg)
  - albumin (chemistry)
- align
- allottee
- all ready (prepared)
  - already (previous)
- all right
- altogether (completely)
  - all together (collectively)
- aluminum
- ambidextrous
- ameba
- ampoule
- analog
- analogous
- anemia
- anesthetic
- aneurysm
- anomalous
- anonymous
- antediluvian
- antibiotics (n.)
  - antibiotic (adj.)
- anyway (adv.)
- anywise (adv.)
- appall, -ed, -ing
- appareled, -ing
- aquatic
- aqueduct
- archeology
- arrester
- artifact
- artisan
- ascendance, -ant
- ascent (rise)
  - assent (consent)
- assassinate
- atheneum
- attester
- autogiro
- awhile (for some time)
  - a while (a short time)
- ax
- aye

B

- backward
- baloney (nonsense)
  - bologna (sausage)
- bandanna
- bargainer
  - bargainor (law)
- baritone
- bark (boat)
- barreled, -ing
- bastille
- bathyscaph
- battalion
- bazaar
- behoove
- beneficent
- benefited, -ing
- bettor (wagerer)
- beveled, -ing
- biased, -ing
- bimetallism
- blessed
- bloc (group)
  - block (grants)
- blond (masc., fem.)
- bluing
- bombazine
- born (birth)
  - borne (carried)
- bouillon (soup)
  - bullion (metal)
- boulder
- bourgeoisie
- breach (gap)
  - breech (lower part)
- brier
- briquet, -ted, -ting
- Britannia
- broadax
- bronco
- brunet (masc., fem.)
- buccaneer
- buncombe
- bunion
- bur
- burned
- bus, bused, buses, busing
- butadiene

C

- caffeine
- calcareous
- calcimine
- caldron
- calender (paper finish)
- caliber
- caliper
- calk
- calligraphy
- callus (n.)
  - callous (adj.)

- calorie
- canceled, -ing
- canceler
- cancellation
- candor
- canister
- cannot
- canoeing
- cantaloup
- canvas (cloth)
  - canvass (solicit)
- capital (city)
  - capitol (building)
- carabao (sing., pl.)
- carat (gem weight)
  - caret (omission mark)
  - karat (gold weight)
- carbureted, -ing
- carburetor
- Caribbean
- caroled, -ing
- carotene
- cartilage
- caster (roller)
  - castor (oil)
- casual (unimportant)
  - causal (cause)
- catalog, -ed, -ing
- cataloger
- catsup
- caviar
- caviled, -er, -ing
- center
- centipede
- cesarean
- chairmaned
- chaise longue
- chancellor
- channeled, -ing
- chaperon
- chautauqua
- chauvinism
- check
- chiffonier
- chili (pepper)
  - chile con carne
- chiseled, -ing
- chlorophyll
- cigarette
- citable
- clamor
- clew (nautical)
  - clue (other)
- climactic (climax)
  - climatic (climate)
- cocaine
- coconut
- cocoon
- coleslaw
- colloquy
- colossal
- combated, -ing
- commenter
  - commentor (law)
- commingle
- commiserate
- complement (complete)
  - compliment (praise)
- confectionery
- confidant (masc., fem.)
  - confident (sure)
- confirmer
  - confirmor (law)
- conjurer
- connecter
- connoisseur
- consecrator
- consensus
- consignor
- consulter
- consummate
- contradicter
- control, -lable, -ling
- converter
- conveyor
- cookie
- coolie
- cornetist
- corollary
- corvette
- councilor (of council)
  - counselor (adviser)
- counseled, -ing
- cozy
- crawfish
- creneled, -ing
- crystaled, -ing
- crystalline
- crystallize
- cudgeled, -ing
- cyclopedia
- czar

D

- debarkation
- decalog
- defense
- deliverer
  - deliveror (law)
- demagog
- demarcation
- dependent
- descendant (n., adj.)
- desecrater
- desiccate
- desuetude
- detractor
- develop, -ment
- device (contrivance)
  - devise (convey)
- dextrous
- diagramed, -ing
- diagrammatic
- dialed, -ing
- dialog
- diaphragm
- diarrhea
- dickey
- dieresis
- dieretic
- dietitian
- diffuser
- dike
- dilettante
- dinghy (boat)
- diphtheria
- discreet (prudent)
  - discrete (distinct)
- disheveled, -ing
- disk
- dispatch
- dissension
- distention
- distill, -ed, -ing, -ment
- distributor
- diverter
- divorcee
- doctoral
- doctrinaire
- doggerel
- dossier
- doweled, -ing
- downward
- dreadnought
- dreamed
- drought
- dueled, -ing
- duffelbag
- dullness
- dumfound
- dwelt
- dyeing (coloring)
  - dying (death)

E

- eastward
- ecstasy
- edema
- edgewise
- electronics (n.)
  - electronic (adj.)
- eleemosynary
- elicit (to draw)
  - illicit (illegal)
- embarrass
- embed
- embellish
- emboweled, -ing
- emboweler
- emigrant (go from)
  - immigrant (go into)
- emigree
- employee
- enameled, -ing
- encage
- encase
- encave
- enclasp
- enclose
- enclosure
- encumber
- encumbrance
- encyclopedia
- endorse, -ment
- endwise
- enfeeble
- enforce, -ment
- engraft
- enroll, -ed, -ing, -ment
- enshade
- ensheathe
- ensnare
- entrench
- entrepreneur
- entrust
- entwine
- envelop (v.)
  - envelope (n.)
- enwrap
- eon
- epaulet, -ed, -ing
- epiglottis
- epilog
- equaled, -ing
- erysipelas
- escaloped, -ing
- escapable
- esophagus
- esthetic
- etiology
- evacuee
- evanescent
- exhibitor
- exhilarate
- exonerate
- exorbitant
- expellent
- exposé (n., exposure)
  - expose (v., to lay open)
- exsiccate
- extant (in existence)
  - extent (range)
- extoll, -ed, -ing
- eying
- eyrie

F

- falderal
- fantasy
- farther (distance)
  - further (degree)
- favor
- fecal
- feces
- fetal
- fetish
- fetus
- fiber
- fiche (microfiche)
- filigree
- finable
- finagle
- fiord
- flammable (*not* inflammable)
- flection
- fledgling
- flexitime
- flier
- flotage
- flotation
- fluorescent
- focused, -ing
- forbade
- forbear (endurance, etc.)
  - forebear (ancestor)
- foresee
- forgettable
- forgo (relinquish)
  - forego (precede)
- format, formatted, formatting
- forswear
- fortissimo
- forward (ahead)
  - foreword (preface)
- fricassee
- fuchsia
- fueler
- fulfill, -ed, -ing, -ment
- fulsome
- fungus (n., adj.)
- funneled, -ing
- furor
- fuse (all meanings)
- fuselage
- fusillade

G

- gaiety
- gaily
- galosh
- gamboled, -ing
- garrote
- gauge
- gazetteer
- gelatin
- generalissimo
- germane
- glamorous
- glamour
- glycerin
- gobbledygook
- goodbye
- gram
- graveled, -ing
- gray
- grievous
- groveled, -ing
- gruesome
- guarantee (n., v.)
  - guaranty (n., law)
- guerrilla (warfare)
  - gorilla (ape)
- guesstimate
- guttural
- gypsy

H

- hallelujah
- Halloween
- kara-kiri
- harass
- harebrained
- harken
- healthful (producing health)
  - healthy (with health)
- heinous
- hemoglobin
- hemorrhage
- heterogeneous
- hiccup
- highfalutin
- hijack
- Hindu
- homeopath
- homeward
- homogeneity
- homolog
- hors d'oeuvre
- hypocrisy
- hypotenuse

I

- idiosyncrasy
- idyl
- impaneled, -ing
- impasse
- imperiled, -ing
- impostor
- impresario
- imprimatur
- indict (to accuse)
  - indite (to compose)
- inequity (unfairness)
  - iniquity (sin)
- inferable
- infold
- ingenious (skillful)
  - ingenuous (simple)
- innocuous
- innuendo
- inoculate
- inquire, inquiry
- install, -ed, -ing, -ment
- installation
- instill, -ed, -ing
- insure (protect)
  - ensure (guarantee)
- intelligentsia
- interceptor
- interment (burial)
  - internment (jail)
- intern
- intervener
  - intervenor (law)
- intransigent (n., adj.)
- iridescent
- italic

J

- jalopy
- jeweled, -ing, -er
- judgment
- judgeship
- jujitsu

K

- kerneled, -ing
- kerosene
- kidnaped, -ing
- kidnaper
- kilogram
- kopek

L

- labeled, -ing
- lacquer
- landward
- lath (wood)
  - lathe (machine)
- laureled
- leukemia
- leveled, -ing
- leveler
- liaison
- libber
- libelant
- libeled, -ing
- libelee
- libeler
- license
- licenser (issuer)
  - licensor (grantor)
- licorice
- likable
- lilliputian
- linage (lines)
  - lineage (descent)
- liquefy
- liquor
  - liqueur
- liter
- livable
- loath (reluctant)
  - loathe (detest)
- lodestar
- lodestone
- lodgment
- logistics (n.)
  - logistic (adj.)
- louver
- luster

M

- madam
- Mafia
- maize (corn)
  - maze (babyrinth)
- maneuver
- manifold
- manikin
- mantel (shelf)
  - mantle (cloak)
- manywise (adv.)
- marbleize
- margarin (chemistry)
  - margarine (butter substitute)
- marijuana
- marshaled, -ing
- marshaler
- marveled, -ing
- marvelous
- meager
- medaled, -ing
- medalist
- medieval
- metaled, -ing
- metalize
- material (goods)
  - materiel (military stores)
- meteorology (weather)
  - metrology (weights and measures)
- meter
- mil ($\frac{1}{1000}$ inch)
  - mill ($\frac{1}{1000}$ dollar)
- mileage
- miliary (tuberculosis)
- milieu
- milk cow
- millenary (1,000)
  - millinery (hats)
- millennium
- minable
- missilry
- misspell
- miter
- moccasin
- modeled, -ing
- modeler
- mold
- mollusk
- molt
- moneys
- monogramed, -ing
- monolog
- mortise
- Moslem
- movable
- mucilage
- mucus (n.)
  - mucous (adj.)
- mustache

N

- naphtha
- Navajo
- nazism
- niacin
- nickel
- Nisei
- niter
- nonplused
- northward
- numskull

O

- obbligato
- obloquy
- ocher
- octet
- offal
- offense
- omelet
- oneself
- onward
- ophthalmology
- opossum
- orangutan
- orbited, -ing
- ordinance (law)
  - ordnance (military)
- organdie
- overseas or oversea

P

- pajamas
- paleontology
- paneled, -ing
- paraffin
- paralleled, -ing
- parallelepiped
- parceled, -ing
- partisan
- pastime
- patrol, -led, -ling
- peccadillo
- peddler
- Peking
- penciled, -ing
- pendant (n.)
  - pendent (u.m.)
- percent
- peremptory (decisive)
  - preemptory (preference)
- perennial
- periled, -ing
- permittee
- perquisite (privilege)
  - prerequisite (requirement)
- personal (individual)
  - personnel (staff)
- perspective (view)
  - prospective (expected)
- petaled, -ing
- Pharaoh
- pharmacopeia
- phenix
- phlegm
- phony
- phosphorus (n.)
  - phosphorous (adj.)
- photostated
- pickax
- picnicking
- pipet
- plaque
- plastics (n.)
  - plastic (adj.)
- pledger
  - pledgor (law)
- plenitude
- plow
- poleax
- pollination
- pommeled, -ing
- pontoon
  - ponton (military)
- porcelaneous
- practice (n., v.)
- precedence (priority)
  - precedents (usage)
- pretense
- preventive
- principal (chief)
  - principle (proposition)
- privilege
- proffer
- programmed, -mer, -ming
- programmatic
- prolog
- promissory
- pronunciation
- propel, -led, -ling
- propellant (n.)
  - propellent (adj.)
- prophecy (n.)
  - prophesy (v.)
- ptomaine
- pubic (anatomy)
- pulmotor
- pusillanimous

Q

- quarreled, -ing
- quartet
- quaternary
- questionnaire
- queue

R

- raccoon
- racket (all meanings)
- rapprochement
- rarefy
- rarity
- ratable
- rattan
- raveled, -ing
- reconnaissance
- reconnoiter
- recyclable
- referable
- refusenik
- registrar
- reinforce
- relater
  - relator (law)
- remodeler
- renaissance
- reparable
- repellant (n.)
  - repellent (adj.)
- requester
  - requestor (law)
- rescission
- responder (electronics)
- responser (electronics)
- reveled, -er, -ing
- rhyme, rhythmic
- RIF'ing, RIF'd, RIF's
- rivaled, -ing
- roweled, -ing
- ruble

S

- saccharin (n.)
  - saccharine (adj.)
- sacrilegious
- salable
- sandaled, -ing
- satellite
- satinet
- savable
- savanna
- savior
  - Saviour (Christ)
- scalloped, -ing
- schizophrenia
- scion (horticulture)
- scurrilous
- seismology
- selvage (edging)
  - salvage (save)
- sentineled, -ing
- separate
- sepulcher
- seriatim
- settler
  - settlor (law)
- sewage (waste)
  - sewerage (drain system)
- sextet
- Shakespearean
- shellacking
- shoveled, -ing
- shriveled, -ing
- sideward
- signaled, -ing
- siphon
- sizable
- skeptic
- skillful
- skulduggery
- smolder
- sniveled, -ing
- snorkel
- soliloquy
- sometime (formerly)
  - some time (some time ago)
  - sometimes (at times)
- southward
- spacious (space)
  - specious (plausible)
- specter
- spirituous (liquor)
  - (*not* spiritous)
- spirochete
- spoliation
- staunch
- stationary (fixed)
  - stationery (paper)
- statue (sculpture)
  - stature (height)
  - statute (law)
- stenciled, -ing
- stenciler
- stifling
- stratagem
- stubbornness
- stupefy
- subpoena, -ed
- subtlety
- succor
- sulfur (also derivatives)
  - sulfanilamide
  - sulfureted, -ing
- supererogation
- surreptitious
- surveillance
- swiveled, -ing
- sylvan
- synonymous
- syrup

T

- taboo
- tactician
- tasseled, -ing
- tattoo
- taxied, -ing
- technique
- teetotaler
- tercentenary
- theater
- therefor (for it)
  - therefore (for that reason)
- thiamine
- thralldom
- thrash (beat)
  - thresh (grain)
- threshold
- tie, tied, tying
- timber (wood)
  - timbre (tone)
- tinseled, -ing
- titer
- tonsillitis
- tormenter
- totaled, -ing
- toward
- toweled, -ing
- toxemia
- trafficking
- trammeled, -ing
- tranquilize(r)
- tranquillity
- transcendent
- transferable
- transferor
- transferred
- transonic
- transponder (electronics)
- transshipment
- traveled, -ing
- traveler
- travelog
- triptych
- trolley
- troop (soldiers)
  - troupe (actors)
- troweled, -ing
- tryptophan
- tularemia
- tunneled, -ing
- tunneler
- turquoise
- typify
- tyrannical
- tyro

U
unctuous
unwieldy
upward
uremia

V
vacillate
valance (drape)
  valence (chemistry)
veld
veranda
vermilion
vicissitude
victualed, -ing
victualer
vilify
villain
visa, -ed, -ing
vitamin
vitrify
volcanism
voluntarism
votable
vying

W
wainscoting
warranter
  warrantor (law)
warranty
weeviled, -ing
welder
westward
whimsey
whiskey, -s
willful
withe
woeful
woolen
woolly
worshiped, -er, -ing

Anglicized and foreign words

5.3. Diacritical marks are not used with completely anglicized words.

abaca
aide memoire
a la carte
a la king
a la mode
angstrom
aperitif
applique
apropos
auto(s)-da-fe
blase
boutonniere
brassiere
cabana
cafe
cafeteria
caique
canape
cause celebre
chateau
cliche
cloisonne
comedienne
comme ci
  comme ca
communique
confrere
consomme
cortege
coulee
coup de grace
coup d'etat
coupe
creme
crepe
crepe de chine
critique
critiquing
debacle
debris
debut
debutante
decollete
dejeuner
denouement
depot
dos-a-dos
eclair
eclat
ecru
elan
elite
entree
etude
facade
faience
fete
fiance (masc., fem.)
frappe
garcon
glace
grille
gruyere
habitue
ingenue
jardiniere
litterateur
materiel
matinee
melange
melee
menage
mesalliance
metier
moire
naive
naivete
nee
opera bouffe
opera comique
papier mache
piece de resistance
pleiade
porte cochere
porte lumiere
portiere
pousse cafe
premiere
protege (masc., fem.)
puree
rale
recherche
regime
risque (masc., fem.)
role
rotisserie
roue
saute
seance
senor
smorgasbord
soiree
souffle
suede
table d'hote
tete-a-tete
tragedienne
vicuna
vis-a-vis

5.4. Foreign words carry the diacritical marks as an essential part of their spelling.

à l'américaine
attaché
béton
blessé
calèche
cañada
cañon
chargé
chargé d'affaires
congé
crédit foncier
crédit mobilier
curé
détente
doña
entrepôt
exposé
longéron
mañana
maté
mère
nacré
outré
passé (masc., fem.)
pâté
père
piña
précis
raisonné
résumé
touché

Plural forms

5.5. Nouns ending in *o* preceded by a vowel add *s* to form the plural; nouns ending in *o* preceded by a consonant add *es* to form the plural, except as indicated in the following list.

albinos
armadillos
avocados
banjos
cantos
cascos
centos
didos
duodecimos
dynamos
escudos
Eskimos
falsettos
gauchos
ghettos
gringos
halos
indigos
infernos
juntos
kimonos
lassos
magnetos
mementos

merinos
mestizos
octavos
octodecimos
pianos
piccolos
pomelos
provisos
quartos
salvos
sextodecimos
sextos
siroccos
solos
tangelos
tobaccos
twos
tyros
virtuosos
zeros

5.6. In forming the plurals of compound terms, the significant word takes the plural form.

Significant word first:
- adjutants general
- aides-de-camp
- ambassadors at large
- attorneys at law
- attorneys general
- billets-doux
- bills of fare
- brothers-in-law
- chargés d'affaires
- chiefs of staff
- commanders in chief
- comptrollers general
- consuls general
- courts-martial
- crepes suzette
- daughters-in-law
- governors general
- grants-in-aid
- heirs at law
- inspectors general
- men-of-war
- ministers-designate
- mothers-in-law
- notaries public
- pilots-in-command
- postmasters general
- presidents-elect
- prisoners of war
- reductions in force
- rights-of-way
- secretaries general
- sergeants at arms
- sergeants major
- solicitors general
- surgeons general

Significant word in middle:
- assistant attorneys general
- assistant chiefs of staff
- assistant comptrollers general
- assistant surgeons general
- deputy chiefs of staff

Significant word last:
- assistant attorneys
- assistant commissioners
- assistant corporation counsels
- assistant directors
- assistant general counsels
- assistant secretaries
- brigadier generals
- deputy judges
- deputy sheriffs
- general counsels
- judge advocates
- judge advocate generals
- lieutenant colonels
- major generals
- provost marshals
- provost marshal generals
- quartermaster generals
- trade unions
- under secretaries
- vice chairmen

Both words of equal significance:
- Bulletins Nos. 27 and 28; *but* Bulletin No. 27 or 28
- coats of arms
- masters at arms
- men buyers
- men employees
- secretaries-treasurers
- women aviators
- women students
- women writers

No word significant in itself:
- forget-me-nots
- hand-me-downs
- jack-in-the-pulpits
- man-of-the-earths
- pick-me-ups
- will-o'-the-wisps

5.7. When a noun is hyphenated with an adverb or preposition, the plural is formed on the noun.

comings-in
fillers-in
goings-on
hangers-on
listeners-in
lookers-on
makers-up
passers-by

5.8. When neither word is a noun, the plural is formed on the last word.

also-rans
come-ons
go-betweens
higher-ups
run-ins
tie-ins

5.9. Nouns ending with *ful* form the plural by adding *s* at the end; if it is necessary to express the idea that more than one container was filled, the two elements of the solid compound are printed as separate words and the plural is formed by adding *s* to the noun.

five bucketfuls of the mixture (one bucket filled five times)
five buckets full of earth (separate buckets)
three cupfuls of flour (one cup filled three times)
three cups full of coffee (separate cups)

5.10. The following list comprises other words the plurals of which may cause difficulty.

addendum, addenda
adieu, adieus
agendum, agenda
alga, algae
alumnus, alumni (masc.); alumna, alumnae (fem.)
antenna, antennas (antennae, zoology)
appendix, appendixes
aquarium, aquariums
automaton, automatons
axis, axes
bandeau, bandeaux
basis, bases
bateau, bateaux
beau, beaus
cactus, cactuses
calix, calices
chassis (singular and plural)
cherub, cherubs
cicatrix, cicatrices
Co., Cos.
coccus, cocci
consortium, consortia
corrigendum, corrigenda
crisis, crises
criterion, criteria
curriculum, curriculums
datum, data
desideratum, desiderata
dilettante, dilettanti
dogma, dogmas
ellipsis, ellipses
equilibrium, equilibriums (equilibria, scientific)
erratum, errata
executrix, executrices
flambeau, flambeaus
focus, focuses
folium, folia
forum, forums
formula, formulas
fungus, fungi
genius, geniuses
genus, genera
gladiolus (singular and plural)
helix, helices
hypothesis, hypotheses
index, indexes (indices, scientific)
insigne, insignia
italic, italic
Kansas Citys
lacuna, lacunae
larva, larvae
larynx, larynxes
lens, lenses
lira, lire
locus, loci
madam, mesdames
Marys
matrix, matrices
maximum, maximums
medium, mediums *or* media
memorandum, memorandums
minimum, minimums
minutia, minutiae
monsieur, messieurs
nucleus, nuclei
oasis, oases
octopus, octopuses
opus, opera
parenthesis, parentheses
phenomenon, phenomena
phylum, phyla
plateau, plateaus
podium, podiums
procès-verbal, procès-verbaux
radius, radii
radix, radixes
referendum, referendums
sanatorium, sanatoriums
sanitarium, sanitariums
septum, septa
sequela, sequelae
seraph, seraphs
seta, setae
ski, skis
stadium, stadiums
stimulus, stimuli
stratum, strata
stylus, styluses
syllabus, syllabuses
symposium, symposia
synopsis, synopses
tableau, tableaus
taxi, taxis
terminus, termini
testatrix, testatrices
thesaurus, thesauri
thesis, theses
thorax, thoraxes
vertebra, vertebras (vertebrae, zoology)
virtuoso, virtuosos
vortex, vortexes

Endings "ible" and "able"

5.11. The following words end in *ible;* other words in this class end in *able.* Words with both endings indicated differ in meaning.

abhorrible
accendible
accessible
addible
adducible
admissible
appetible
apprehensible
audible
avertible
bipartible
circumscriptible
coctible
coercible
cognoscible
cohesible
collapsible
collectible(s)
combustible
comestible
commonsensible
compactible
compatible
competible
compossible
comprehensible
compressible
conducible
conductible
confluxible
congestible
contemptible
controvertible
conversible
  (convertible)
 conversable (oral)
convertible
convincible
corrigible
corrodible
corrosible
corruptible
credible
crucible
cullible
decoctible
deducible
deductible
defeasible
defectible
defensible
delible
deprehensible
depressible
descendible
destructible
diffrangible
diffusible
digestible
dimensible
discernible
discerpible
discerptible
discussible
dispersible
dissectible
distensible
distractible
divertible
divestible
divisible
docible
edible
educible
effectible
effervescible
eligible
eludible
erodible
evasible
eversible
evincible
exemptible
exhaustible
exigible
expansible
explosible
expressible
extensible
fallible
feasible
fencible
flexible
fluxible
forcible
frangible
fungible
fusible
gullible
horrible
ignitible
illegible
immersible
immiscible
impartible
impatible
impedible
imperceptible
impermissible
imperscriptible
impersuasible
implausible
impossible
imprescriptible
imputrescible
inaccessible
inadmissible
inapprehensible
inaudible
incircumscriptible
incoercible
incognoscrible
incombustible
incommiscible
incompatible
incomprehensible
incompressible
inconcussible
incontrovertible
inconvertible
inconvincible
incorrigible
incorrodible
incorruptible
incredible
indefeasible
indefectible
indefensible
indelible
indeprehensible
indestructible
indigestible
indiscernible
indivertible
indivisible
indocible
inducible
ineffervescible
ineligible
ineludible
inevasible
inexhaustible
inexpansible
inexpressible
infallible
infeasible
inflexible
infractible
infrangible
infusible
innascible
inscriptible
insensible
instructible
insubmergible
insuppressible
insusceptible
intactible
intangible
intelligible
interconvertible
interruptible
intervisible
invendible
invertible
invincible
invisible
irascible
irreducible
irrefrangible
irremissible
irreprehensible
irrepressible
irresistible
irresponsible
irreversible
legible
mandible
marcescible
misicible
negligible
nexible
omissible
ostensible
partible
passible (feeling)
  passable (open)
perceptible
perfectible
permissible
persuasible
pervertible
plausible
possible
prehensible
prescriptible
producible
productible
protrusible
putrescible
receptible
redemptible
reducible
reflectible
reflexible
refrangible
remissible
renascible
rendible
reprehensible
repressible
reproducible
resistible
responsible
reversible
revertible
risible
runcible
sconcible
seducible
sensible
sponsible
suasible
subdivisible
submergible
submersible
subvertible
suggestible
supersensible
suppressible
susceptible
suspensible
tangible
tensible
terrible
thurible
traducible
transmissible
transvertible
tripartible
unadmissible
uncorruptible
unexhaustible
unexpressible
unintelligible
unresponsible
unsusceptible
vendible
vincible
visible
vitrescible

Endings "ise," "ize," and "yze"

5.12. A large number of words have the termination *ise, ize,* or *yze.* The letter *l* is followed by *yze* if the word expresses an idea of loosening or separating, as *analyze;* all other words of this class, except those ending with the suffix *wise* and those in the following list, end in *ize.*

advertise
advise
affranchise
apprise (to inform)
  apprize (to appraise)
arise
chastise
circumcise
comprise
compromise
demise
despise
devise
disenfranchise
disfranchise
disguise
emprise
enfranchise
enterprise
excise
exercise
exorcise
franchise
improvise
incise
merchandise
misadvise
mortise
premise
prise (to force)
  prize (to value)
reprise
revise
rise
supervise
surmise
surprise
televise

Endings "cede," "ceed," and "sede"

5.13. Only one word ends in *sede* (supersede); only three end in *ceed* (exceed, proceed, succeed); all other words of this class end in *cede* (precede, secede, etc.).

Doubled consonants

5.14. A single consonant following a single vowel and ending a monosyllable or a final accented syllable is doubled before a suffix beginning with a vowel.

bag, bagging
get, getting
red, reddish
rob, robbing
corral, corralled
input, inputting
format, formatting
transfer, transferred
but total, totaled
  travel, traveled

5.15. If the accent in a derivative falls upon an earlier syllable than it does in the primitive, the consonant is not doubled.

refer, reference
prefer, preference
infer, inference

Indefinite articles

5.16. The indefinite article *a* is used before a consonant and an aspirated *h; an* is used before silent *h* and all vowels except *u* pronounced as in *visual* and *o* pronounced as in *one.*

a historical review
a hotel
a human being
a humble man
a union
an herbseller
an hour
an honor
an onion
an oyster
but an H-U-D directive
  a HUD directive

5.17. When a group of initials begins with *b, c, d, g, j, k, p, q, t, u, v, w, y,* or *z,* each having a consonant sound, the indefinite article *a* is used.

a BLS compilation
a CIO finding
a GAO limitation
a PHS project

5.18. When a group of initials begins with *a, e, f, h, i, l, m, n, o, r, s,* or *x,* each having a vowel sound, the indefinite article *an* is used.

an AEC report
an FCC (ef) ruling
an NSC (en) proclamation
an RFC (ahr) loan

5.19. Use of the indefinite article *a* or *an* before a numerical expression is determined by the consonant or vowel sound of the beginning syllable.

an 11-year-old
a onetime winner
a III (three) group
an VIII (eight) classification
a IV–F (four) category (military draft)
a 4–H Club

Geographic names

5.20. The spelling of geographic names must conform to the decisions of the U.S. Board on Geographic Names (BGN). In the absence of such a decision, the U.S. Directory of Post Offices is to be used for names of post offices in the United States and its possessions.

5.21. If the decisions or the rules of the BGN permit the use of either the local official form or the conventional English form, it is the prerogative of the originating office to select the form which is most suitable for the matter in hand; therefore, in marking copy or reading proof, it is required only to verify the spelling of the particular form used. The Government Printing Office preference is for the conventional English form. Copy will be followed as to accents, but these should be uniform throughout each job.

Nationalities, etc.

5.22. The table on page 235 shows forms to be used for nouns and adjectives denoting nationality.

5.23. In designating the natives of the several States, the following forms will be used.

Alabamian
Alaskan
Arizonan
Arkansan
Californian
Coloradan
Connecticuter
Delawarean
Floridian
Georgian
Hawaiian
Idahoan
Illinoisan
Indianian
Iowan
Kansan
Kentuckian
Louisianian
Mainer
Marylander
Massachusettsan
Michiganite
Minnesotan
Mississippian
Missourian
Montanan
Nebraskan
Nevadan
New Hampshirite
New Jerseyite
New Mexican
New Yorker
North Carolinian
North Dakotan
Ohioan
Oklahoman
Oregonian
Pennsylvanian
Rhode Islander
South Carolinian
South Dakotan
Tennessean
Texan
Utahn[1]
Vermonter
Virginian
Washingtonian
West Virginian
Wisconsinite
Wyomingite

[1] Utahan (adjective)

5.24. Observe the following forms:

Guamanian
Puerto Rican
Part-Hawaiian (applies to Hawaii only)
but part-Japanese

Indian words

5.25. In Indian words, including tribal and other proper names, copy is to be followed literally as to spelling and the use of spaces, hyphens, etc.

Ligatures

5.26. Ligatures are not used.

Transliteration

5.27. In the spelling of nongeographic words transliterated from Chinese, Japanese, or any other language that does not have a Latin alphabet, copy is to be followed literally.

6. COMPOUND WORDS

(See also Guide to Compounding; Word Division (supplement to Style Manual), description on p. 2)

6.1. A compound word is a union of two or more words, either with or without a hyphen. It conveys a unit idea that is not as clearly or quickly conveyed by the component words in unconnected succession. The hyphen in a compound is a mark of punctuation that not only unites but separates the component words, and thus facilitates understanding, aids readability, and ensures correct pronunciation.

6.2. In applying the following rules and in using the Guide to Compounding, the living fluidity of our language should be kept in mind. Word forms constantly undergo modification. Two-word forms often acquire the hyphen first, are printed as one word later, and not infrequently the transition is from the two- to the one-word form, bypassing the hyphen stage.

Compound
Words

6.3. The rules as laid down cannot be applied inflexibly. Exceptions must necessarily be allowed, so that general good form will not be offended. However, current language trends point definitely to closing up words which, through frequent use, have become associated in the reader's mind as units of thought. The tendency to amalgamate words, particularly two short words, assures easier continuity, and is a natural progression from the older and less flexible treatment of words.

General rules

6.4. In general, omit the hyphen when words appear in regular order and the omission causes no ambiguity in sense or sound. (See also rule 6.16.)

banking hours
blood pressure
book value
census taker
day laborer
eye opener
fellow citizen
living costs
palm oil
patent right
real estate
rock candy
training ship
violin teacher

6.5. Words are usually combined to express a literal or nonliteral (figurative) unit idea that would not be as clearly expressed in unconnected succession.

afterglow
bookkeeping
cupboard
forget-me-not
gentleman
newsprint
right-of-way
whitewash

6.6. Unless otherwise indicated, a derivative of a compound retains the solid or hyphenated form of the original compound.

coldbloodedness
footnoting
ill-advisedly
outlawry
praiseworthiness
railroader
Y-shaped

6.7. Except after the short prefixes *co, de, pre, pro,* and *re,* which are generally printed solid, a hyphen is used to avoid doubling a vowel or tripling a consonant. (See also rules 6.29 and 6.32.)

cooperation
deemphasis
preexisting
anti-inflation
micro-organism
semi-independent
brass-smith
Inverness-shire
thimble-eye
ultra-atomic
shell-like
hull-less
but co-occupant

Solid compounds

6.8. Print solid two nouns that form a third when the compound has only one primary accent, especially when the prefixed noun consists of only one syllable or when one of the elements loses its original accent.

airship
bathroom
bookseller
cupboard
dressmaker
fishmonger
footnote
locksmith
workman

6.9 Print solid a noun consisting of a short verb and an adverb as its second element, except when the use of the solid form would interfere with comprehension.

blowout
breakdown
flareback
giveaway
hangover
holdup
makeready
markoff
pickup
runoff
setup
showdown
throwaway
tradeoff
but cut-in
  run-in
  tie-in

6.10. Compounds beginning with the following nouns are usually printed solid.

book
eye
horse
house
mill
play
school
shop
snow
way
wood
work

6.11. Compounds ending in the following are usually printed solid, especially when prefixed word consists of one syllable. (See also rules 6.29 and 6.30.)

berry
bird
blossom
board
boat
book
borne
bound
box
boy
brained
bug
bush
craft
field
fish
flower
fly
girl
grower
headed
hearted
holder
hopper
house
keeper
keeping
land
light
like
line
load
maid
maker
making
man
master
mate
mill
mistress
monger
over
owner
  but #ownership
person
picker
picking
piece
plane
power
proof
roach
room
shop
site
skin
smith
stone
store
tail
tight
time (not clock)
ward
ware
water
way
wear
weed
wide
wise
woman
wood
work
worker
working
worm
worthy
writer
writing
yard

6.12. Print solid *any, every, no,* and *some* when combined with *body, thing,* and *where;* when *one* is the second element, print as two words if meaning a single or particular person or thing; to avoid mispronunciation, print *no one* as two words at all times.

anybody
anything
anywhere
anyone
everybody
everything
everywhere
everyone
nobody
nothing
nowhere
no one
somebody
something
somewhere
someone

but any one of us may stay; every one of the pilots is responsible.

6.13. Print compound personal pronouns as one word.

herself
himself
itself
myself
oneself
ourselves
themselves
thyself
yourself
yourselves

6.14. Print as one word compass directions consisting of two points, but use a hyphen after the first point when three points are combined.

northeast
southwest
north-northeast
south-southwest

Unit modifiers. (See also rules 7.14 and 8.73.)

6.15. Print a hyphen between words, or abbreviations and words, combined to form a unit modifier immediately preceding the word modified, except as indicated in rule 6.16 and elsewhere throughout this chapter. This applies particularly to combinations in which one element is a present or past participle.

agreed-upon standards
Baltimore-Washington road
collective-bargaining talks
contested-election case
contract-bar rule
cost-of-living increase
drought-stricken area
English-speaking nation
fire-tested material
Federal-State-local cooperation
German-English descent
guided-missile program
hard-of-hearing class
high-speed line
large-scale project
law-abiding citizen
long-term loan
long-term-payment loan
lump-sum payment
most-favored-nation clause
multiple-purpose uses
no-par-value stock
part-time personnel
rust-resistant covering
service-connected disability
state-of-the-art technology
tool-and-die maker
up-or-down vote
U.S.-owned property; U.S.-flag ship
1-inch diameter; 2-inch-diameter pipe
10-word telegram
a 4-percent increase, the 10-percent rise
but 4 percent citric acid, 4 percent interest [1]

6.16. Where meaning is clear and readability is not aided, it is not necessary to use a hyphen to form a temporary or made compound. Restraint should be exercised in forming unnecessary combinations of words used in normal sequence.

atomic energy power
bituminous coal industry
child welfare plan
civil rights case
civil service examination
durable goods industry
flood control study
free enterprise system
high school student; elementary school grade
income tax form
interstate commerce law
land bank loan
land use program
life insurance company
mutual security funds
national defense appropriation
natural gas company
per capita expenditure
Portland cement plant
production credit loan
public utilty plant
real estate tax
small businessman
social security pension
soil conservation measures
special delivery mail; parcel post delivery
speech correction class
but no-hyphen rule (readability aided); *not* no hyphen rule

6.17. Print without a hyphen a compound predicate adjective or predicate noun the second element of which is a present participle.

The duties were price fixing.
The effects were far reaching.
The shale was oil bearing.
The area was used for beet raising.

6.18. Print without a hyphen a compound predicate adjective the second element of which is a past participle; also, omit the hyphen in a predicate modifier of comparative or superlative degree.

The area is drought stricken.
The paper is fine grained.
Moderately fine grained wood.
The boy is freckle faced.
This material is fire tested.
The cars are higher priced.
The reporters are best informed.

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[1] Note the absence of an article: *a, an,* or *the.* The word *of* is understood here.

6.19. Print without a hyphen a two-word modifier the first element of which is a comparative or superlative.

better drained soil
best liked books
higher level decision
highest priced apartment
larger sized dress
better paying job
lower income group
but uppercrust society
lowercase, uppercase type (printing)
undercoverman
upperclassman
bestseller (noun)
lighter-than-air craft
higher-than-market price

6.20. Do not use a hyphen in a two-word unit modifier the first element of which is an adverb ending in *ly,* nor use hyphens in a three-word unit modifier the first two elements of which are adverbs.

eagerly awaited moment
wholly owned subsidiary
unusually well preserved specimen
very well defined usage
longer than usual lunch period
very well worth reading
not too distant future
often heard phrase
but ever-normal granary
ever-rising flood
still-new car
still-lingering doubt
well-known lawyer
well-kept farm

6.21. Proper nouns used as unit modifiers, either in their basic or derived form, retain their original form; but the hyphen is printed when combining forms.

Latin American countries
North Carolina roads
a Mexican-American
South American trade
Spanish-American pride
Winston-Salem festival
Afro-American program
Anglo-Saxon period
Franco-Prussian War
but Minneapolis-St. Paul region
North American-South American sphere
French-English descent
Washington–Wilkes-Barre route

6.22. Do not confuse a modifier with the word it modifies. In some instances clarity can be achieved by the writer by using such terms as businessperson, shoe repairer, worker, etc.

elderly clothesman	old-clothes man
competent shoemaker	wooden-shoe maker
field canning factory	tomato-canning factory
gallant serviceman	service men and women
light blue hat (weight)	light-blue hat (color)
average taxpayer	income-tax payer
American flagship	American-flag ship
well-trained schoolteacher	elementary school teacher
preschool children (kindergarten)	pre-school children (before school)

but common stockholder
stock ownership
small businessman
working men and women
steam powerplant site
meat packinghouse owner

6.23. Where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term, the hyphens are retained.

2- or 3-em quads, *not* 2 or 3-em quads; 2- to 3- and 4- to 5-ton trucks
2- by 4-inch boards, *but* 2 to 6 inches wide
8-, 10-, and 16-foot boards
6.4-, 3.1-, and 2-percent pay raises
moss- and ivy-covered walls, *not* moss and ivy-covered walls
long- and short-term money rates, *not* long and short-term money rates
but twofold or threefold, *not* two or threefold
goat, sheep, and calf skins, *not* goat, sheep, and calfskins
intrastate and intracity, *not* intra-state and -city
American owned and managed companies
preoperative and postoperative examination

6.24. Do not use a hyphen in a unit modifier consisting of a foreign phrase.

ante bellum days
bona fide transaction
ex officio member
per capita tax
per diem employee
prima facie evidence

6.25. Do not print a hyphen in a unit modifier containing a letter or a numeral as its second element.

abstract B pages
article 3 provisions
class II railroad
grade A milk
point 4 program
ward D beds

6.26. Do not use a hyphen in a unit modifier enclosed in quotation marks unless it is normally a hyphenated term, but quotation marks are not to be used in lieu of a hyphen. (See also rule 8.136.)

"blue sky" law
"good neighbor" policy
"tie-in" sale
but right-to-work law

6.27. Print combination color terms as separate words, but use a hyphen when such color terms are unit modifiers.

bluish green
dark green
orange red
bluish-green feathers
iron-gray sink
silver-gray body

6.28. Do not use a hyphen between independent adjectives preceding a noun.

big gray cat
a fine old southern gentleman

Prefixes, suffixes, and combining forms

6.29. Print solid combining forms and prefixes, except as indicated elsewhere.

*after*birth
*Anglo*mania
*ante*date
*anti*slavery
*bi*weekly
*by*law
*circum*navigation
*cis*alpine
*co*operate
*contra*position
*counter*case
*de*energize
*demi*tasse
*ex*communicate
*extra*curricular
*fore*tell
*heroi*comic
*hyper*sensitive
*hypo*acid
*in*bound
*infra*red
*inter*view
*intra*spinal
*intro*vert
*iso*metric
*macro*analysis
*meso*thorax
*meta*genesis
*micro*phone
*mis*state
*mono*gram
*multi*color
*neo*phyte
*non*neutral
*off*set
*out*bake
*over*active
*pan*cosmic
*para*centric
*parti*coated
*peri*patetic
*plano*convex
*poly*nodal
*post*script
*pre*exist
*pro*consul
*pseudo*scholastic
*re*enact
*retro*spect
*semi*official
*step*father
*sub*secretary
*super*market
*thermo*couple
*trans*onic
*trans*ship
*tri*color
*ultra*violet
*un*necessary
*under*flow

6.30. Print solid combining forms and suffixes, except as indicated elsewhere.

port*able*
cover*age*
oper*ate*
plebis*cite*
twenty*fold*
spoon*ful*
kilo*gram*
geo*graphy*
man*hood*
self*ish*
pump*kin*
meat*less*
out*let*
wave*like*
procure*ment*
inner*most*
partner*ship*
lone*some*
home*stead*
north*ward*
clock*wise*

6.31. Print solid words ending in *like,* but use a hyphen to avoid tripling a consonant or when the first element is a proper name.

lifelike
lilylike
bell-like
girllike
Scotland-like
MacArthur-like

6.32. Use a hyphen or hyphens to prevent mispronunciation, to insure a definite accent on each element of the compound, or to avoid ambiguity.

anti-hog-cholera serum
co-op
multi-ply (several plies)
non-civil-service position
non-tumor-bearing tissue
pre-position (before)
re-cover (cover again)
re-sorting (sort again)
re-treat (treat again)
un-ionized
un-uniformity
but rereferred

6.33. Use a hyphen to join duplicated prefixes.

re-redirect
sub-subcommittee
super-superlative

6.34. Print with a hyphen the prefixes *ex, self,* and *quasi.*

ex-governor
ex-serviceman
ex-trader
ex-vice-president [2]

self-control
self-educated
but selfhood
selfsame

quasi-academic
quasi-argument
quasi-corporation
quasi-young

6.35. Unless usage demands otherwise, use a hyphen to join a prefix or combining form to a capitalized word. (The hyphen is retained in words of this class set in caps.)

anti-Arab
pro-British
un-American
non-Government

post-World War II *or* post-Second World War
non-Federal
but nongovernmental

overanglicize
prezeppelin
transatlantic

Numerical compounds

6.36. Print a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element. (See also rule 12.22.)

twenty-one
twenty-first
6-footer
24-in ruler
3-week vacation
8-hour day
10-minute delay
20th-century progress
3-to-1 ratio

5-to-4 vote
.22-caliber cartridge
2-cent-per-pound tax
four-in-hand tie
three-and-twenty
two-sided question
multimillion-dollar fund
10-dollar-per-car tax
thirty- (30-) day period

second grade children
but one hundred and twenty-one
100-odd
foursome
threescore
foursquare
$20 million airfield

6.37. Print without a hyphen a modifier consisting of a possessive noun preceded by a numeral. (See also rule 8.14.)

1 month's layoff
1 week's pay

2 hours' work
3 weeks' vacation

6.38. Print a hyphen between the elements of a fraction, but omit it between the numerator and the denominator when the hyphen appears in either or in both.

one-thousandth
two-thirds

two one-thousandths
twenty-three thirtieths

twenty-one thirty-seconds
three-fourths of an inch

6.39. A unit modifier following and reading back to the word or words modified takes a hyphen and is always printed in the singular.

motor, alternating-current, 3-phase, 60-cycle, 115-volt
glass jars: 5-gallon, 2-gallon, 1-quart
belts: 2-inch, 1¼-inch, ½-inch, ¼-inch

Civil and military titles

6.40. Do not hyphenate a civil or military title denoting a single office, but print a double title with a hyphen. (See also rule 5.6.)

ambassador at large
assistant attorney general
commander in chief
comptroller general
Congressman at Large
major general
sergeant at arms

notary public
secretary general
under secretary; *but* under-secretaryship
vice president,[2] *but* vice-presidency
secretary-treasurer
treasurer-manager

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[2] In official usage, the title of Vice President of the United States is written without a hyphen; the hyphen is also omitted in all like titles, such as vice admiral, vice consul, etc.

6.41. The adjectives *elect* and *designate,* as the last element of a title, require a hyphen.

President-elect
Vice-President-elect
ambassador-designate
minister-designate

Scientific and technical terms

6.42. Do not print a hyphen in scientific terms (names of chemicals, diseases, animals, insects, plants) used as unit modifiers if no hyphen appears in their original form. (See list of plant names, p. 257, and insect names, p. 266.)

carbon monoxide poisoning
guinea pig raising
hog cholera serum
methyl bromide solution
stem rust control
equivalent uranium content
whooping cough remedy
but Russian-olive plantings
Douglas-fir tree

6.43. Chemical elements used in combination with figures use a hyphen, except with superior figures.

polonium-210 uranium-235; *but* U^{235}; Sr^{90}; $_{92}U^{234}$ Freon-12

6.44. Note use of hyphens and closeup punctuation in chemical formulas.

9-nitroanthra (1,9,4,10)bis(1)oxathiazone-2,7-bisdioxide
Cr-Ni-Mo
2,4-D

6.45. Print a hyphen between the elements of technical compound units of measurement.

candela-hour
crop-year
horsepower-hour
light-year
passenger-mile
staff-hour
but kilowatthour

Improvised compounds

6.46. Print with a hyphen the elements of an improvised compound.

blue-pencil (v.)
18-year-old (n., u.m.)
know-it-all (n.)
know-how (n.)
lick-the-finger-and-test-the-wind economics
make-believe (n.)
one-man-one-vote principle
roll-on/roll-off ship
stick-in-the-mud (n.)
let-George-do-it attitude
how-to-be-beautiful course
hard-and-fast rule
penny-wise and pound-foolish policy
first-come-first-served basis
but a basis of first come, first served
easy come, easy go

6.47. Use hyphens in a prepositional-phrase compound noun consisting of three or more words.

cat-o'-nine-tails
government-in-exile
grant-in-aid
jack-in-the-box
man-of-war
mother-in-law
mother-of-pearl
patent-in-fee
but coat of arms
heir at law
next of kin
officer in charge

6.48. When the corresponding noun form is printed as separate words, the verb form is always hyphenated.

cold-shoulder
blue-pencil
cross-brace

6.49. Print a hyphen in a compound formed of repetitive or conflicting terms and in a compound naming the same thing under two aspects.

boogie-woogie
comedy-ballet
dead-alive
devil-devil
even-stephen
farce-melodrama
murder-suicide
nitty-gritty
pitter-patter
razzle-dazzle
walkie-talkie
willy-nilly
young-old
but bowwow
dillydally
riffraff

6.50. Use a hyphen in a nonliteral compound expression containing an apostrophe in its first element.

asses'-eyes
ass's-foot
bull's-eye
cat's-paw
crow's-nest
but The cat's paw is soft.
There is the crow's nest.

6.51. Use a hyphen to join a single capital letter to a noun or a participle.

H-bomb
I-beam
T-shaped
U-boat
V-necked
S-iron
T-square
X-ed out
but x ray
x raying

6.52. Print idiomatic phrases without hyphens.

come by
inasmuch as
insofar as
Monday week
nowadays

7. GUIDE TO COMPOUNDING

7.1. The following list is based on the rules for compounding given on pages 73 to 80. Manifestly, such a list cannot be complete. However, by analogy with listed words of like prefixes or suffixes, with consideration given to length and readability, and the application of the rules, fuller treatment of unlisted compounds will be achieved. Nevertheless, the list is reasonably complete for meeting the needs of printers, editors, and writers.

7.2. In order to keep the list from becoming cumbersome, certain restrictions had to be adopted.

7.3. The listing of hyphenated compounds ending in *ed* was kept to a minimum, it being thought adequate to give one or two examples under a keyword rather than to admit needless repetition.

7.4. Similarly, many two-word forms which create no difficulty were omitted.

7.5. On the other hand, care was exercised to achieve fuller coverage of solid compounds, particularly when the adopted form is at variance with that laid down in Webster's Third New International Dictionary. It should be added that while Webster's, with indicated exceptions (pp. 63–67), is our guide to the spelling of words, it is not our guide for the compounding of words. The rules and the guide prescribe and limit our practice.

7.6. Distinction should be made between words used in a nonliteral sense—e.g., *highlight* (prominent detail), *sideline* (added activity), where the one-word form differentiates from literal use—e.g., *high light* (elevation of a light), *side line* (physical line), where the two-word form frequently assures proper emphasis in pronouncing more distinctly each word in the group.

7.7. Distinction should also be made in the compounding of two words to form an adjective modifier and the use of the same words as a predicate adjective; e.g., "crystal-clear water," *but* "the water is crystal clear"; "fire-tested material," *but* "the material is fire tested."

7.8. Caution should be used in distinguishing when a succession of words is intended as a compound and when it is merely a collocation; e.g., "we know someone who will do it," *but* "we ought to master some one thing well."

7.9. For better appearance, it may sometimes be necessary to treat alike words which would have different forms when they appear separately; e.g., *bumblebee* and *queen bee, farmhand* and *ranch hand.* In juxtaposition, these and similar words should be made uniform by being printed as two words. This is only a temporary expedient and does not supersede the list.

7.10. Combining forms and prefixes are usually printed solid. For greater readability, the hyphen is sometimes required to avoid doubling a vowel *(anti-inflation, naso-orbital),* except as indicated in rule 6.7; or not to change a normally capitalized word *(mid-April, non-European);* or to assure distinct pronunciation of each element of a compound or ready comprehension of intended meaning *(contra-ion, un-ionized);* or to join a combining form or prefix to an already hyphenated compound *(equi-gram-molar, pro-mother-in-law).*

7.11. As nouns and adjectives, *holdup, calldown, layout, makeup,* and similar words should be printed solid. Their *er* derivatives *(holder-up, caller-down, layer-out,* and *maker-up)* require hyphens. On the other hand, such compounds as *run-in, run-on,* and *tie-in* resist quick comprehension when solid. They are therefore hyphenated.

7.12. Words spelled alike but pronounced differently, such as *tear-dimmed* and *tearsheet, wind tunnel* and *windup,* are listed under the same keyword.

7.13. This list does not include the large group of plant and insect names which are covered in separate lists, pages 257 to 274.

7.14. The abbreviations *adv.* (adverb), *n.* (noun), *v.* (verb), *u.m.* (unit modifier), *pref.* (prefix), *c.f.* (combining form), and *conj.* (conjunction) indicate function.

[Words printed flush are combined with the words which follow to form solid or hyphenated compounds; a spacemark (#) indicates a two-word form (note that two-word forms in the adjective position use a hyphen, except as laid down in rules 6.16, 6.21, and 6.24.)]

A

A
  BC('s) (n.)
  -B-C (u.m.)
  -bomb
  -day
  -flat
  -frame
  -pole
  -sharp
a
  borning, etc.
  foot
  while (adv.)
abdomino (c.f.)
  all one word
able
  -bodied (u.m.)
  -minded (u.m.)
about-face
above
  -cited (u.m.)
  deck
  -found (u.m.)
  -given (u.m.)
  ground (u.m.)
  -mentioned (u.m.)
  -named (u.m.)
  -said (u.m.)
  -water (u.m.)
  -written (u.m.)
absentminded
ace-high (u.m.)
acid
  fast
  -treat (v.)
  works
ack-ack
acre
  -foot
  -inch
actino (c.f.)
  all one word
addle
  brain
  head
  pate
add-on (u.m.)
adeno (c.f.)
  all one word
aero (c.f.)
  -otitis
  rest one word
afore
  all one word
Afro-American
after (c.f.)
  all one word
agar-agar
age
  less
  long
  -old (u.m.)
  -stricken (u.m.)
  -weary (u.m.)
ague
  -faced (u.m.)
  -plagued (u.m.)
  -sore (u.m.)
aide-de-camp
air
  bag
  base
  bill
  blast
  -blasted (u.m.)
  blown
  brake
  brush
  burst
  cargo
  -clear (u.m.)
  coach
  -condition (all forms)
  -cool (v.)
  -cooled (u.m.)
  course
  crew
  -dried (u.m.)
  -driven (u.m.)
  drome
  drop
  -dry (u.m., v.)
  fare
  -floated (u.m.)
  flow
  foil
  -formed (u.m.)
  frame
  freight
  gap
  glow
  hammer
  head
  hole
  hose
  lane
  lift
  # line (line for air)
  line (aviation)
  liner
  link
  locked
  mail
  mark (v.)
  marker
  mass
  minded
  park
  path
  photo
  port (all meanings)
  scoop
  show
  sleeve
  ship
  sick
  -slaked (u.m.)
  space
  speed
  stream
  strike
  strip
  # time (radio and TV)
  wave
alder-leaved (u.m.)
ale
  cup
  -fed (u.m.)
  glass
alkali # land
all
  -absorbing (u.m.)
  -aged (u.m.)
  -American
  -clear (n., u.m.)
  -fired (u.m.)
  -flotation (mining)
  -inclusive (u.m.)
  mark (printing)
  -out (u.m.)
  -possessed (u.m.)
  -round (u.m.)
  spice
  -star (u.m.)
allo (c.f.)
  all one word
almsgiver
along
  ship
  shore
  side
alpen
  glow
  stock
alpha
  -cellulose
  -iron
  -naphthol
also-ran (n., u.m.)
alto
  cumulus
  relievo
  stratus
amber
  -clear (u.m.)
  -colored (u.m.)
  -tipped (u.m.)
ambi (c.f.)
  all one word
amidships
amino
  # acid
  as prefix, all one word
ampere
  -foot
  -hour
  meter
  -minute
  -second
amphi (pref.)
  all one word
amylo (c.f.)
  all one word
anchor
  hold
  # light
  plate

angel
cake
-eyed (u.m.)
-faced (u.m.)
food
angio (c.f.)
all one word
angle
hook
meter
wing
Anglo (c.f.)
-American, etc.
rest one word
anhydr(o) (c.f.)
all one word
ankle
bone
-deep (u.m.)
jack
ant
eater
hill
ante (pref.)
#bellum, etc.
-Christian, etc.
#mortem
mortem (nonliteral)
rest one word
antero (c.f.)
all one word
anthra (c.f.)
all one word
anthropo (c.f.)
all one word
anti (pref.)
-American, etc.
christ
god
-hog-cholera (u.m.)
-icer, -imperial, -inflation, etc.
-missile-missile (u.m.)
missile, personnel, trust, etc.
-New#Deal, etc.
rest one word
antro (c.f.)
all one word
anvil
-faced (u.m.)
-headed (u.m.)
any
how
one
#one (one thing or one of a group)
place (adv.)
aorto (c.f.)
all one word
apo (pref.)
all one word
apple
cart
jack
juice
sauce
-scented (u.m.)
April-fool (v.)
aqua
culture
lung
marine
meter
puncture
tint
tone
aquo (c.f.)
-ion
rest one word
arc
-over (n., u.m.)
-weld (v.)
arch (pref.)
band
bishop
duke
enemy
-Protestant
archeo (c.f.)
all one word
archi (pref.)
all one word
archo (c.f.)
all one word
areo (c.f.)
all one word
aristo (c.f.)
all one word
arithmo (c.f.)
all one word
arm
band
bone
chair
hole
lift
pit
plate
rack
rest
-shaped (u.m.)
armor
-clad (u.m.)
-piercing (u.m.)
plate
-plated (u.m.)
arm's-length (u.m.)
arrow
head
-leaved (u.m.)
plate
-shaped (u.m.)
shot
-toothed (u.m.)
arseno (c.f.)
all one word
art-colored (u.m.)
arterio (c.f.)
all one word
arthro (c.f.)
all one word
asbestos
-covered (u.m.)
-packed (u.m.)
ash
bin
can
-colored (u.m.)
-free (u.m.)
-gray (u.m.)
pan
pile
pit
tray
assembly
#line
#room
astro (c.f.)
all one word
attorney#at#law
audio
frequency
gram
meter
tape
visual
auri (c.f.)
-iodide
rest one word
authorship
auto (c.f.)
-objective
-observation
-omnibus
-ophthalmoscope
rest one word
awe
-bound (u.m.)
-filled (u.m.)
-inspired (u.m.)
some
ax
-adz
-grinding (u.m.)
hammer
head
-shaped (u.m.)
axletree
axo (c.f.)
all one word
azo (c.f.)
-orange
-orchil
-orseilline
rest one word

B

B-flat
baby
face (n.)
sit (v.)
back
ache
band
bite (v.)
bone
breaker
cap
chain
charge
-country (u.m.)
cross
date
down (n., u.m.)
drop
face
feed
fill
fire
flap
flash
flow
-focus (v.)
furrow
ground
hand
haul
-in (n., u.m.)
lash
list (v.)
log
lotter
packer (n.)
paddle (v.)
pay
payment
pedal (v.)
plate
rest
road
run
saw
scatter
set
shift
slide
space
spin
spread
staff
stage
stairs
stamp
stay
stitch
stop
strap
-streeter
stretch (n.)
string
strip (book)
stroke
-swath (v.)
swept
swing
tack
talk
tender
tenter
-titrate (v.)
track (v.)
trail
up (n., u.m.)
wall
wash
backer
-down
-off
-up
bag
-cheeked (u.m.)
pipe
-shaped (u.m.)
baggage#room
bailout (n., u.m.)
bake
pan
stove
bald
faced
head (n.)
pate
ball
-like
park (nonliteral)
#park (literal)
player
point (n., u.m.)
stock
ballot#box
band
cutter
saw
stand
string
-tailed (u.m.)
wagon
width
bandy
ball
-legged (u.m.)
bangup (n., u.m.)
bank
note
side (stream)
bantamweight
bar
post
tender
-wound (u.m.)
bare
-armed (u.m.)
back
bone
faced
foot
handed
legged
necked
worn
barge-laden (u.m.)
bark
cutter
peel
-tanned (u.m.)
barley
corn
mow
#water
barnstormer
barrel
head
-roll (v.)
-shaped (u.m.)
base
ball
ball#bat
line
#line (surveying)
-minded (u.m.)
basi (c.f.)
all one word
basketball
bas-relief
bat
blind
-eyed (u.m.)
fowl
wing
bath
mat
robe
tub
batswing (cloth)
battercake
battle
ax
dore
-fallen (u.m.)
front

ground
-scarred (u.m.)
ship
stead
wagon
baybolt
beach
comber
head
wagon
bead
flush
roll
beak
head
iron
-shaped (u.m.)
beam
filling
-making (u.m.)
bean
bag
cod
-fed (u.m.)
pole
pot
setter
-shaped (u.m.)
stalk
bear
baiting
herd
hide
hound
off (n., u.m.)
trap
beater
-out
-up
beauty
-blind (u.m.)
-clad (u.m.)
#shop
beaverpelt
bed
chair
chamber
clothes
cord
cover
-fallen (u.m.)
fast
fellow
frame
pad
pan
plate
post
quilt
rail
ridden
rock
sheet
sick
side
sore
space
spread
spring
stand
stead
straw
bee
bread
-eater
herd
hive
beechnut
beef
eater
-faced (u.m.)
head
steak
tongue
bees
wax
wing
beetle
-browed (u.m.)
head
stock
before
-cited (u.m.)
hand
-mentioned (u.m.)
-named (u.m.)
behindhand
bell
-bottomed (u.m.)
crank
-crowned (u.m.)
hanger
hop
mouthed
ringer
wether
belly
ache
band
buster
button
fed (u.m.)
pinch
belowstairs
belt
-driven (u.m.)
saw
bench
fellow
-hardened (u.m.)
made (u.m.)
mark (nonliteral)
#mark (surveying)
warmer
bentwing (n., u.m.)
benzo (c.f.)
all one word
berry-brown (u.m.)
best
#man
seller (n.)
beta
-glucose
tron
between
decks
whiles
bi (pref.)
-iliac
rest one word
big
-eared (u.m.)
-eyed (u.m.)
head (ego)
horn (sheep)
-horned (u.m.)
-leaguer
mouthed
name (top rank) (n., u.m.)
bill
back
beetle
broker
fold
head
hook
poster
sticker
billet
-doux
head
billingsgate
bio (c.f.)
-aeration
-osmosis
rest one word
birchbark
bird
bath
bander
cage
call
catcher
-eyed (u.m.)
-faced (u.m.)
life
lime
lore
mouthed
seed
shot
watcher
bird's
-eye
#nest (literal) (n.)
-nest (n., u.m., v.)
birth
bed
day
mark
place
right
biscuit-shaped (u.m.)
bismuto (c.f.)
all one word
bitstock
bitter
-ender
head
sweet
-tongued (u.m.)
black
ball (nonliteral)
-bordered (u.m.)
damp
-eyed (u.m.)
face
fire
guard
jack
leg
list
mail
mark
-market (u.m., v.)
-marketeer
-marketer
mouthed
out (n., u.m.)
plate (printing)
print
-robed (u.m.)
shirted
snake
strap (n.)
top
blast
hole
plate
blasto (c.f.)
all one word
bleach
ground
works
blear
eye
-eyed (u.m.)
-witted (u.m.)
blepharo (c.f.)
all one word
blight-resistant (u.m.)
blind
-bomb (v.)
-flying (u.m.)
fold
-loaded (u.m.)
#man
spot
stitch
story
blink-eyed (u.m.)
blithe-looking (u.m.)
blitz
buggy
krieg
block
buster
head
hole (v.)
ship
blood
-alcohol (u.m.)
bath
beat
curdling
-drenched (u.m.)
-giving (u.m.)
guilty
-hot (u.m.)
hound
letting
mobile
-red (u.m.)
ripe
shed
shot
spiller
spot
stain
stock
stream
sucker
thirsty
-warm (u.m.)
bloody
-nosed (u.m.)
-red (u.m.)
blossom
-bordered (u.m.)
-laden (u.m.)
blow
back
by (n., u.m.)
cock
down (n., u.m.)
gun
hard (n.)
hole
iron
lamp
off (n., u.m.)
out (n., u.m.)
pipe
spray
through (u.m.)
torch
tube
up (n., u.m.)
blue
-annealed (u.m.)
beard (n.)
blood
bonnet
bottle
coat (n.)
-eyed (u.m.)
grass
-gray (u.m.)
-green (u.m.)
-hot (u.m.)
jack
jacket
nose
-pencil (v.)
point (oyster)
print
stocking
streak (nonliteral)
tongue (n.)
blunder
buss
head
blunt
-edged (u.m.)
-spoken (u.m.)
boar
spear
staff
board
rack
walk
boat
builder
crew
hook
head
loader
setter
side
swain
wright
bob
cat
sled
stay
bobby
pin
-soxer
body
bearer
bending
builder
-centered (u.m.)
guard
-mind
plate
bog
-eyed (u.m.)
trot (v.)
boil
down (n., u.m.)
off (n., u.m.)
out (n., u.m.)

boiler
  -off
  -out
  plate
  works
boiling # house
bold
  face (printing)
  -spirited (u.m.)
bolt
  cutter
  head
  hole
  -shaped (u.m.)
  strake
bomb
  drop
  fall
  shell
  sight
  thrower
  -throwing (u.m.)
bondslave
bone
  ache
  black
  breaker
  -bred (u.m.)
  -dry (u.m.)
  -eater
  -hard (u.m.)
  head
  lace
  meal
  set
  shaker
  -white (u.m.)
boobytrap
boogie-woogie
book
  binder
  case
  dealer
  fair
  -fed (u.m.)
  fold
  -learned (u.m.)
  -lined (u.m.)
  list
  lore
  lover
  mark
  mobile
  plate
  rack
  rest
  sale
  seller
  shelf
  stack
  stall
  stamp
  stand
  stitch
  -stitching (u.m.)
  -taught (u.m.)
  wright
boom
  -ended (u.m.)
  town
  truck
boondoggling
boot
  black
  hose
  jack
  lace
  last
  leg
  lick
  strap
bore
  hole
  safe
  sight
bosom
  -deep (u.m.)
  -folded (u.m.)
  -making (u.m.)
bottle
  -fed (u.m.)
  neck
  -nosed (u.m.)
bottom # land
boughpot
bow
  back
  bent
  grace
  head
  knot
  legged
  -necked (u.m.)
  pin
  shot
  sprit
  stave
  string
  wow
box
  car
  haul
  head (printing)
  truck
boxer
  -off
  -up
brachio (c.f.)
  all one word
brachy (c.f.)
  all one word
brain
  cap
  child
  -cracked (u.m.)
  fag
  pan
  sick
  -spun (u.m.)
  storm
  -tired (u.m.)
  wash
brake
  drum
  head
  meter
  shoe
brandnew (u.m.)
brandy
  -burnt (u.m.)
  wine
brass
  -armed (u.m.)
  -bold (u.m.)
  -smith
  works
brave
  -looking (u.m.)
  -minded (u.m.)
brazen
  -browed (u.m.)
  face
bread
  basket
  crumb
  earner
  fruit
  liner
  plate
  seller
  stuff
  winner
break
  away (n., u.m.)
  ax
  back (n., u.m.)
  bone (fever)
  down (n., u.m.)
  -even (u.m.)
  fast
  fast # room
  front
  -in (n., u.m.)
  neck
  off (n., u.m.)
  out (n., u.m.)
  point
  through (n., u.m.)
  up (n., u.m.)
  wind
breaker
  -down
  -off
  -up
breast
  band
  beam
  bone
  -deep (u.m.)
  -fed (u.m.)
  -high (u.m.)
  hook
  mark
  pin
  plate
  plow
  rail
  rope
breath
  -blown (u.m.)
  -tainted (u.m.)
  taking
breech
  block
  cloth
  loader
  -loading (u.m.)
  lock
  pin
  plug
  sight
breeze
  -borne (u.m.)
  -lifted (u.m.)
  -swept (u.m.)
bribe
  -free (u.m.)
  giver
  taker
bric-a-brac
brick
  bat
  -built (u.m.)
  -colored (u.m.)
  kiln
  layer
  liner
  mason
  -red (u.m.)
  setter
bride
  bed
  bowl
  cake
  chamber
  cup
  groom
  knot
  lace
  maiden
  stake
bridge
  builder
  head
  pot
  tree
briefcase
bright
  -colored (u.m.)
  -eyed (u.m.)
brilliant
  -cut (u.m.)
  -green (u.m.)
brine-soaked (u.m.)
bringer-up
bristle
  cone (u.m.)
  -pointed (u.m.)
broad
  acre
  ax
  band (radio) (n., u.m.)
  -beamed (u.m.)
  brim
  cast
  cloth
  head
  leaf (n.)
  -leaved (u.m.)
  loom
  minded
  -mouthed (u.m.)
  share (n., v.)
  sheet (n.)
  side
  sword
  wife
  woven
broken
  -down (u.m.)
  -legged (u.m.)
  -mouthed (u.m.)
bromo (c.f.)
  all one word
bronchio (c.f.)
  all one word
broncho (c.f.)
  all one word
broncobuster
bronze
  -clad (u.m.)
  -covered (u.m.)
  -red (u.m.)
broom
  -leaved (u.m.)
  -making (u.m.)
  stick
brother
  -german
  hood
  -in-law
brow
  beat
  point
  post
brown
  back
  -eyed (u.m.)
  out (n., u.m.)
  print
brush
  ball
  # holder
  off (n., u.m.)
  -treat (v.)
brusher
  -off
  -up
buck
  eye
  -eyed (u.m.)
  horn
  hound
  passer
  plate
  pot
  saw
  shot
  skinned
  stall
  stay
  stove
  tooth
  wagon
  wash
bucket-shaped (u.m.)
buff
  -tipped (u.m.)
  -yellow (u.m.)
bug
  bear
  bite
  -eyed (u.m.)
buildup (n., u.m.)
built
  -in (u.m.)
  -up (u.m.)
bulb-tee (u.m.)
bulbo (c.f.)
  all one word
bulk
  head
  -pile (v.)
  weigh (v.)
bull
  baiting
  dog
  doze
  -faced (u.m.)
  fight
  frog
  head
  -mouthed (u.m.)
  neck
  nose
  pen
  ring
  toad
  -voiced (u.m.)
  whack
  whip
bullethead
bull's
  -eye (nonliteral)
  -foot
bumble
  bee
  foot
  kite

- **bung**
  - hole
  - start
- **burn**
  - -in (n., u.m.)
  - out (n., u.m.)
  - up (n., u.m.)
- burned-over (u.m.)
- burner-off
- **burnt**
  - -out (u.m.)
  - -up (u.m.)
- **bus**
  - driver
  - fare
  - #girl
- **bush**
  - beater
  - buck
  - fighter
  - -grown (u.m.)
  - hammer
  - -headed (u.m.)
  - -leaguer
  - ranger
  - whacker
  - wife
- bustup (n., u.m.)
- **busy**
  - body
  - -fingered (u.m.)
  - head
- **butt**
  - -joint (v.)
  - saw
  - stock
  - strap
  - -weld (v.)
- **butter**
  - ball
  - -colored (u.m.)
  - fat
  - fingers
  - head
  - milk
  - mouth
  - nut
  - print
  - -rigged (u.m.)
  - scotch
  - -smooth (u.m.)
  - wife
  - -yellow (u.m.)
- **button**
  - -eared (u.m.)
  - -headed (u.m.)
  - hold
  - hole
  - hook
  - mold
- buzzerphone
- **by**
  - -and-by
  - -by
  - -the-way (n., u.m.)
  - -your-leave (n., u.m.)
  - *rest one word*

C

- C
  - -sharp
  - -star
  - -tube
- **cab**
  - driver
  - fare
  - #owner
  - stand
- cabbagehead
- cable-laid (u.m.)
- **caco** (c.f.)
  - *all one word*
- cage#bird
- **cake**
  - baker
  - bread
  - -eater
  - mixer
  - -mixing (u.m.)
  - pan
  - walk
- **calci** (c.f.)
  - *all one word*
- calk-weld (v.)
- **call**
  - back (n., u.m.)
  - down (n., u.m.)
  - -in (n., u.m.)
  - note
  - -off (n., u.m.)
  - out (n., u.m.)
  - -over (n., u.m.)
  - up (n., u.m.)
- camshaft
- **camel**
  - back (rubber)
  - -backed (u.m.)
  - driver
  - -faced (u.m.)
- camel's-hair (u.m.)
- **camp**
  - fire
  - ground
  - stool
- **can**
  - capper
  - not
- canalside
- **candle**
  - bomb
  - -foot
  - -hour
  - lighter
  - lit
  - -meter
  - -shaped (u.m.)
  - stand
  - stick
  - wick
  - wright
- candystick
- **cane**
  - -backed (u.m.)
  - brake
  - crusher
  - cutter
- **canker**
  - -eaten (u.m.)
  - -mouthed (u.m.)
- cannonball
- canvas-covered (u.m.)
- **cap**
  - -flash (v.)
  - nut
  - screw
  - sheaf
  - shore
- **car**
  - barn
  - break
  - builder
  - fare
  - goose
  - hop
  - lot
  - -mile
  - pool
  - port
  - sick
  - wash
- **carbo** (c.f.)
  - *all one word*
- **carbol** (c.f.)
  - *all one word*
- **carcino** (c.f.)
  - *all one word*
- **card**
  - case
  - -index (u.m., v.)
  - player
  - sharp
  - stock
- **cardio** (c.f.)
  - -aortic
  - *rest one word*
- **care**
  - free
  - -laden (u.m.)
  - taker
  - -tired (u.m.)
  - worn
- **carpet**
  - bagger
  - beater
  - -cleaning (u.m.)
  - -covered (u.m.)
  - fitter
  - layer
  - -smooth (u.m.)
  - -sweeping (u.m.)
  - weaver
  - -weaving (u.m.)
  - web
  - woven
- **carpo** (c.f.)
  - -olecranal
  - *rest one word*
- carriage-making (u.m.)
- **carrot**
  - -colored (u.m.)
  - head (nonliteral)
  - juice
  - top (nonliteral)
- **carry**
  - all (n., u.m.)
  - around (n., u.m.)
  - back (n., u.m.)
  - forward (n.)
  - -in (n., u.m.)
  - out (n., u.m.)
- **cart**
  - wheel (coin)
  - whip
  - wright
- **case**
  - bearer
  - finding
  - hammer
  - harden
  - lot
  - mated
- caser-in
- cash-flow
- **cast**
  - away (n., u.m.)
  - back (n., u.m.)
  - -by (u.m.)
  - off (n., u.m.)
  - out (n., u.m.)
  - -ridden (u.m.)
  - -weld (v.)
- caster
  - -off
  - -out
- castlebuilder (nonliteral)
- **cat**
  - back
  - beam
  - block
  - call
  - -eyed (u.m.)
  - face (n.)
  - fall
  - footed
  - gut
  - head
  - hole
  - -ion
  - nap
  - nip
  - -o'-nine-tails
  - stitch
  - walk
- **catch**
  - all (n., u.m.)
  - -as-catch-can (u.m.)
  - cry
  - penny
  - plate
  - up (n., u.m.)
  - weight
  - word
- **cater**
  - corner
  - wauling
- **cat's**
  - -eye (nonliteral)
  - -paw (nonliteral)
- **cattle**
  - #boat
  - feed
  - -raising (u.m.)
  - yak
- **cauliflower**
  - -eared (u.m.)
  - #ware
- **cave**
  - dweller
  - -dwelling (u.m.)
  - #fish
  - -in (n., u.m.)
- cease-fire (n., u.m.)
- cedar-colored (u.m.)
- **celi** (c.f.)
  - *all one word*
- **celio** (c.f.)
  - *all one word*
- **cement**
  - -covered (u.m.)
  - mason
  - -temper (v.)
- census-taking (u.m.)
- **center**
  - #field (sports)
  - head (printing)
  - most
  - -second
- **centi** (c.f.)
  - *all one word*
- centimeter-gram-second
- **centri** (c.f.)
  - *all one word*
- **centro** (c.f.)
  - *all one word*
- **cephalo** (c.f.)
  - *all one word*
- **cerato** (c.f.)
  - *all one word*
- **cerebro** (c.f.)
  - -ocular
  - *rest one word*
- **cervico** (c.f.)
  - -occipital
  - -orbicular
  - *rest one word*
- **cess**
  - pipe
  - pit
  - pool
- chaffcutter
- **chain**
  - -driven (u.m.)
  - stitch
- **chair**
  - fast
  - mender
  - person
  - -shaped (u.m.)
  - warmer
- **chalk**
  - cutter
  - -white (u.m.)
- chapfallen
- chapelgoing
- **char**
  - broiler
  - coal
  - pit
- **charge**
  - #book
  - off (n., u.m.)
  - out (n., u.m.)
- chattermark
- cheapskate
- **check**
  - bite
  - hook
  - -in (n., u.m.)
  - list
  - mark
  - nut
  - off (n., u.m.)
  - out (n., u.m.)
  - passer (n.)
  - point
  - rack
  - rail
  - rein
  - ring
  - roll
  - rope

row
sheet
strap
string
up (n., u.m.)
washer
weigher
checker
-in
-off
-out
-up
cheek
bone
strap
cheerleader
cheese
burger
cake
cloth
curd
cutter
head
lip
parer
plate
chemico (c.f.)
all one word
chemo (c.f.)
all one word
cherry
-colored (u.m.)
stone (nonliteral)
#stone (literal)
chestnut
-colored (u.m.)
-red (u.m.)
chicken
bill
-billed (u.m.)
#breast
breasted
feed
heart
pox
#yard
chief
#justice
-justiceship
#mate
child
bearing
bed
birth
crowing
hood
kind
life
-minded (u.m.)
ridden
wife
chill-cast (u.m., v.)
chin
band
-bearded (u.m.)
-chin
cloth
cough
-high (u.m.)
rest
strap
china
-blue (u.m.)
#shop
Chinatown
chipmunk
chiro (c.f.)
all one word
chisel
-cut (u.m.)
-edged (u.m.)
#maker
chitchat
chitter-chatter
chloro (c.f.)
all one word
chock
ablock
-full (u.m.)
chocolate
-brown (u.m.)
-coated (u.m.)
#maker
choir#master
choke
bore
damp
out (n., u.m.)
point
strap
chole (c.f.)
all one word
chondro (c.f.)
-osseous
rest one word
chop
-chop
stick
chowchow
Christ
-given (u.m.)
-inspired (u.m.)
chromo (c.f.)
all one word
chrono (c.f.)
all one word
chuck
hole
plate
wagon
chucklehead
chunkhead
churchgoer
churn
-butted (u.m.)
milk
cigar
case
cutter
-shaped (u.m.)
cigarette
#holder
#maker
-making (u.m.)
cine (c.f.)
all one word
circum (pref.)
arctic, pacific, etc.
-Saturnal, etc.
rest one word
cirro (c.f.)
all one word
cis (pref.)
alpine
atlantic
-trans (u.m.)
rest one word
city
-born (u.m.)
-bred (u.m.)
folk
#man
scape
clam
bake
shell
clampdown (n., u.m.)
clap
net
trap
clasphook
class-conscious (u.m.)
claw
bar
-footed (u.m.)
hammer
hatchet
-tailed (u.m.)
clay
bank
-colored (u.m.)
pan
pit
works
clean
-cut (u.m.)
handed
out (n., u.m.)
-shaved (u.m.)
-smelling (u.m.)
up (n., u.m.)
clear
cole
-cut (u.m.)
cut (forestry) (n., v.)
-eyed (u.m.)
-sighted (u.m.)
up (n., u.m.)
wing
cleft
-footed (u.m.)
-graft (v.)
cliff
dweller
-dwelling (u.m.)
hanger
side
top
-worn (u.m.)
climbpath
clinch-built (u.m.)
clink-clank
clinker-built (u.m.)
clip
-clop
-edged (u.m.)
sheet
clipper-built (u.m.)
cloak-and-dagger (n., u.m.)
clock
case
face
-minded (u.m.)
setter
watcher
clod
head
hopping
pate
close
bred
-connected (u.m.)
cross
-cut (u.m.)
down (n.)
-fertilize (v.)
fisted
handed
-knit
minded
mouthed
out (n., u.m.)
up (n., u.m.)
closed
-circuit (u.m.)
#shop
cloth-backed (u.m.)
clothes
bag
basket
brush
horse
pin
press
rack
cloud
base
burst
cap
-hidden (u.m.)
clover
bloom
leaf
seed
sick
club
foot
hand
haul
mobile
ridden
root
-shaped (u.m.)
co (pref.)
-op
exist, operate, etc.
rest one word
coach
-and-four
builder
whip
coal
bag
bed
bin
-black (u.m.)
breaker
dealer
digger
-faced (u.m.)
hole
-laden (u.m.)
#loader
pit
rake
sack (astron. only)
shed
ship
coastside
coat
hanger
rack
tailed
cob
head
meal
shed
web
cock
bill
brain
crow
eye
fight
head
pit
spur
sure
-tailed (u.m.)
up (n., u.m.)
cockleshell
cockscomb
cod
bank
fishing
head
pitchings
smack
coffee
break
cake
-colored (u.m.)
-growing (u.m.)
pot
cofferdam
coffin-headed (u.m.)
cogwheel
coin-operated (u.m.)
cold
blooded
-chisel (v.)
cuts
-draw (v.)
finch
-flow (v.)
-forge (v.)
frame
-hammer (v.)
-hammered (u.m.)
pack
-press (v.)
-roll (v.)
-rolled (u.m.)
-short (u.m.)
-shortness
-shoulder (v.)
type (printing)
-work (v.)
cole
seed
slaw
coli (c.f.)
all one word
collar
bag
band
bone
colo (c.f.)
all one word
color
bearer
blind
#blindness
fast
-free (u.m.)
#line
type (printing) (n.)
-washed (u.m.)
comb-toothed (u.m.)

come
-along (tool)
back (n., u.m.)
-between (n.)
down (n.)
-off (n., u.m.)
-on (n., u.m.)
-out (n.)
-outer
uppance
comic#book
commander#in#chief
common
place
#sense (n.)
sense (u.m.)
weal
wealth
companionship
cone
-shaped (u.m.)
speaker
conference#room
Congressman#at#Large
contra (pref.)
-acting
-approach
-ion
rest one word
cook
off (n., u.m.)
out (n., u.m.)
shack
stove
cooped
-in (u.m.)
-up (u.m.)
cop
#out (v.)
out (n.)
copper
-bottomed (u.m.)
-colored (u.m.)
head
-headed (u.m.)
nose
plate
-plated (u.m.)
works
copy
cat
cutter
desk
fitter
holding
reader
right
coral
-beaded (u.m.)
-red (u.m.)
cork
-lined (u.m.)
screw
corn
bin
bread
cake
cob
cracker
crib
crusher
cutter
dodger
-fed (u.m.)
husk
loft
meal
stalk
starch
corner
bind
post
corpsmember
costo (c.f.)
all one word
cotton
-clad (u.m.)
-covered (u.m.)
-growing (u.m.)
#mill
mouth (snake)
packer
seed
sick
countdown (n., u.m.)
counter
#check (banking)
#septum
-off
act, propaganda, etc.
as combining form, one word
country
-born (u.m.)
-bred (u.m.)
folk
people
side
court
bred
-martial
ship
cousin
-german
hood
-in-law
cover
alls
let
side
up (n., u.m.)
cow
barn
bell
catcher
-eyed (u.m.)
gate
hand
herd
hide
hitch
lick
path
pen
pox
puncher
shed
sucker
crab
cake
catcher
eater
faced
hole
meat
stick
crack
down (n., u.m.)
jaw
pot
-the-whip (n., u.m.)
up (n., u.m.)
cradle
side
song
cranio (c.f.)
all one word
crank
case
-driven (u.m.)
pin
pit
shaft
crapehanger
crashdive (v.)
crawlup (n., u.m.)
crazy
bone
cat
cream
cake
-colored (u.m.)
creditworthiness
creek
bed
side
creep
hole
mouse
crepe#de#chine
crestfallen
crew
cut
member
cribstrap
crime
fighter
wave
crisscross
crook
all one word
crooked
-foot (n.)
-legged (u.m.)
-nosed (u.m.)
-toothed (u.m.)
crop
-bound (u.m.)
-haired (u.m.)
head
-year
cross
-appeal
arm
band
bar
beam
bearer
bedded
belt
bench
-bidding
bill (bird)
#bill (legal)
bind
bolt
bond
bones
bred
breed
-bridge (v.)
-brush (v.)
-carve (v.)
-channel (u.m.)
-check
-claim
-compound (v.)
-connect (v.)
-country (u.m.)
-cultivate (v.)
current
-curve (math.) (n.)
cut
-date (v.)
-drain (v.)
-dye (v.)
-dyeing (n.)
-examine (v.)
-eye (n., u.m.)
-eyed (u.m.)
fall
feed
-fertile (u.m.)
-fertilize (v.)
-fiber (u.m.)
file
fire
flow
foot
-grained (u.m.)
hair
hand
hatch
haul
head
-immunity
-index (u.m.)
-interrogate (v.)
-interrogatory
-invite (v.)
legged
legs
-level (v.)
-license (v.)
lift (v.)
lock
lots
mark
member
patch
path
plow (v.)
-pollinate (v.)
-purpose (n.)
-question
rail
-reaction
-refer (v.)
-reference
road
row
-service
-shaft
-slide
-staff
-sterile
-stitch
-stone
-stratification
-sue (v.)
-surge (v.)
talk
tie
town
track
trail
tree
under (n., u.m.)
-vote
walk
web
wind
word
crow
bait
bar
foot
crow's
-foot (nonliteral)
-nest (nonliteral)
crowbar
crybaby
crypto (c.f.)
-Christian, etc.
rest one word
crystal
-clear (u.m.)
-girded (u.m.)
-smooth (u.m.)
cubbyhole
cumulo (c.f.)
all one word
cup
bearer
cake
ful
head
curb
side
stoner
cure-all (n., u.m.)
curly
head
locks (n.)
currycomb
cussword
custom
-built (u.m.)
-made (u.m.)
-tailored (u.m.)
cut
away (n., u.m.)
back (n., u.m.)
glass
-in (n., u.m.)
off (n., u.m.)
out (n., u.m.)
rate (u.m.)
throat
-toothed (u.m.)
-under (u.m.)
-up (n., u.m.)
cutter
-built (u.m.)
-down
head
-off
-out
-rigged (u.m.)
-up
cuttlebone
cyano (c.f.)
all one word
cyclecar
cyclo (c.f.)
-olefin
rest one word
cysto (c.f.)
all one word
cyto (c.f.)
all one word

D

D
  -day
  -major
  -plus-4-day
dairy
  -fed (u.m.)
  -made (u.m.)
damp
  proofing
  -stained (u.m.)
damping-off (n., u.m.)
dancehall
danger # line
dare
  -all (n., u.m.)
devil
  say
dark
  -eyed (u.m.)
  horse (nonliteral)
  -skinned (u.m.)
dash
  plate
  wheel
data
  # bank
  # base
date
  lined
  mark
daughter-in-law
dawn
  -gray (u.m.)
  streak
day
  beam
  bed
  break
  -bright (u.m.)
  dawn
  dream
  -fly (aviation) (v.)
  -flying (u.m.)
  going
  lighted
  lit
  long (u.m.)
  mark
  side
  star
  -to-day (u.m.)
de (pref.)
  -air
  icer
  -ion
  centralize, energize, etc.
  rest one word
dead
  -alive
  beat (n.)
  born
  -burn (v.)
  -cold (u.m.)
  -dip (v.)
  -drunk (u.m.)
  -ender
  eye (n.)
  -eyed (u.m.)
  fall
  head
  -heated (u.m.)
  -heater
  -heavy (u.m.)
  latch
  # load
  lock
  melt
  pan
  pay
  -roast (v.)
  weight (n., u.m.)
deaf
  -mute
  -muteness
death
  bed
  blow
  day
  -divided (u.m.)
  -doom (v.)
  # house
  -struck (u.m.)
  trap
  watch
  -weary (u.m.)
deckhand
deep
  -affected (u.m.)
  -cut (u.m.)
  -felt (u.m.)
  -freeze (u.m., v.)
  -frying (u.m.)
  going
  -grown (u.m.)
  -laid (u.m.)
  most
  mouthed
  -rooted (u.m.)
  -seated (u.m.)
  -set (u.m.)
  -sunk (u.m.)
  -voiced (u.m.)
deer
  drive (n.)
  -eyed (u.m.)
  food
  herd
  horn
  hound
  meat
  stalker
  stand
dehydr(o) (c.f.)
  all one word
demi (pref.)
  -Christian, etc.
  -incognito
  rest one word
dermato (c.f.)
  all one word
desert-bred (u.m.)
desk # room
dessertspoon
deutero (c.f.)
  all one word
devil
  -devil
  dog (a marine)
  -inspired (u.m.)
  -ridden (u.m.)
dew
  beam
  cap
  -clad (u.m.)
  claw
  damp
  -drenched (u.m.)
  drop
  fall
  -fed (u.m.)
  -laden (u.m.)
  lap
  point
dextro (c.f.)
  all one word
di (pref.)
  all one word
dia (pref.)
  all one word
diamond
  back
  -backed (u.m.)
  -shaped (u.m.)
diazo (c.f.)
  -oxide
  rest one word
dice
  cup
  play
die
  -away (u.m.)
  back
  case
  -cast (u.m., v.)
  caster
  -cut (u.m., v.)
  cutter
  hard (n., u.m.)
  head
  # proof (philately) (n.)
  setter
  sinker
  -square (u.m.)
  stock
diesel
  -driven (u.m.)
  -electric (u.m.)
dillydally
dim
  -lighted (u.m.)
  lit
  out (n., u.m.)
diner-out
ding
  bat
  dong
dining # room
dinitro (c.f.)
  # spray
  rest one word
dip
  -dye (v.)
  -grained (u.m.)
  head
  stick
dipper-in
direct
  -connected (u.m.)
  -indirect
direction-finding (u.m.)
dirt
  -cheap (u.m.)
  fast
  -incrusted (u.m.)
  plate
dirty
  -faced (u.m.)
  -minded (u.m.)
  # work
dis (pref.)
  all one word
dish
  cloth
  pan
  rack
  rag
  washer
  wiper
disk
  jockey
  pack
  plow
  -shaped (u.m.)
ditch
  bank
  digger
  rider
  side
dittograph
dive-bomb (v.)
do
  -all (n., u.m.)
  -gooder
  -little (n., u.m.)
  -nothing (n., u.m.)
dock
  hand
  head
  side
dog
  bite
  -bitten (u.m.)
  breeder
  cart
  catcher
  -drawn (u.m.)
  -ear (v.)
  -eared (u.m.)
  face (soldier)
  -faced (u.m.)
  fall
  fight
  food
  -headed (u.m.)
  hole
  leg
  # owner
  race
  shore
  sled
  -tired (u.m.)
  tooth
  -toothed (u.m.)
  trick
  trot
  watch
  -weary (u.m.)
doll
  face
  -faced (u.m.)
dollyhead
donkey
  back
  -drawn (u.m.)
  -eared (u.m.)
doomsday
door
  bed
  bell
  case
  check
  frame
  head
  jamb
  knob
  mat
  nail
  plate
  post
  -shaped (u.m.)
  sill
  step
  stop
dope
  passer
  pusher
  sheet
dorsi (c.f.)
  all one word
dorso (c.f.)
  -occipital
  rest one word
double
  -barrel (n., u.m.)
  -barreled (u.m.)
  -bitt (v.)
  -breasted (u.m.)
  -charge (v.)
  check (n., v.)
  checked (u.m., v.)
  -chinned (u.m.)
  cross (nonliteral)
  deal (v.)
  -decker
  -distilled (u.m.)
  -duty (u.m.)
  -dye (v.)
  -edged (u.m.)
  -ender
  -entendre
  handed
  -headed (u.m.)
  header
  -jointed
  -leaded (u.m.)
  -quick (u.m.)
  talk
  tone (printing)
  tree
  -trouble
  -up (u.m., v.)
  # work
dough
  -colored (u.m.)
  face
  -faced (u.m.)
  head
  mixer
  nut
down
  beat
  by
  cast
  check
  coast
  come
  -covered (u.m.)
  crier
  cry
  curved
  cut
  dale
  draft
  drag
  face
  fall

- feed
- filled
- flow
- fold
- grade
- gradient
- growth
- hanging
- haul
- hill
- lead
- lock (n.)
- look
- most
- payment
- pour
- rate
- right
- river
- rush
- shore
- side
- sitting
- slip
- slope
- -soft (u.m.)
- spout
- stage
- stairs
- state
- stream
- street
- stroke
- sun (adv., u.m.)
- swing
- take
- throw
- thrust
- town
- trampling
- trend
- trodden
- turn
- valley
- weigh
- weight
- wind
- **draft**
  - age (allowance)
  - # age
  - -exempt (u.m.)
- **drag**
  - bar
  - bolt
  - net
  - pipe
  - rope
  - saw
  - staff
  - wire
- **dragger**
  - -down
  - -in
  - -out
  - -up
- **dragon**
  - -eyed (u.m.)
  - # piece
- **drain**
  - cleaner
  - pipe
  - plug
  - tile
- **draw**
  - -arch (n.)
  - arm
  - back
  - bar
  - beam
  - bench
  - bolt
  - bore
  - bridge
  - cut
  - down (n., u.m.)
  - file
  - gate
  - gear
  - glove
  - head
  - horse
  - knife
  - knot
  - link
  - loom
  - net
  - off (n., u.m.)
  - out (n., u.m.)
  - pin
  - plate
  - point
  - sheet
  - span
  - stop
  - string
  - tongs
  - tube
- **drawer**
  - -down
  - -in
  - -off
  - -out
- **drawing**
  - # board
  - # room
- **dream**
  - -haunted (u.m.)
  - lore
  - world
- **dressup** (n., u.m.)
- **dressing # room**
- **drift**
  - # boat
  - bolt
  - meter
  - -mining (u.m.)
  - pin
  - wind
- **drill**
  - case
  - -like
  - stock
- **drip**
  - cock
  - -drip
  - -dry (u.m., v.)
  - sheet
  - stick
- **drive**
  - away (n., u.m.)
  - belt
  - bolt
  - cap
  - head
  - -in (n., u.m.)
  - pipe
  - screw
- **drop**
  - away (n., u.m.)
  - bolt
  - -forge (v.)
  - front
  - hammer
  - head
  - kick
  - leaf (n., u.m.)
  - leg
  - off (n., u.m.)
  - out (n., u.m.)
  - sonde
  - stitch
- **drug**
  - -addicted (u.m.)
  - mixer
  - passer
  - pusher
  - seller
- **drum**
  - beat
  - fire
  - head
  - stick
  - -up (n., u.m.)
- **dry**
  - -burnt (u.m.)
  - clean
  - -cure (v.)
  - dock
  - -dye (v.)
  - -farm (v.)
  - farming (n., u.m.)
  - lot
  - -pack (u.m., v.)
  - -rotted (u.m.)
  - -salt (v.)
  - wash
- **duck**
  - bill
  - -billed (u.m.)
  - blind
  - foot (tool)
  - -footed (u.m.)
  - pin
  - pond
  - walk
- **due**
  - -in (n., u.m.)
  - out (n., u.m.)
- **duffelbag**
- **dug**
  - out (n.)
  - -up (u.m.)
- **dull**
  - -edged (u.m.)
  - head
  - -looking (u.m.)
  - -witted (u.m.)
- **dumdum**
- **dumb**
  - bell
  - head
  - waiter
- **dump**
  - car
  - cart
- **dunderhead**
- **duo** (c.f.)
  - *all one word*
- **dust**
  - bag
  - bin
  - brush
  - cloth
  - -covered (u.m.)
  - fall
  - -gray (u.m.)
  - -laden (u.m.)
  - pan
  - storm
- **duty-free** (u.m.)
- **dwelling # house**
- **dye**
  - mixer
  - stuff
  - works
- **dys** (pref.)
  - *all one word*

E

- **ear**
  - ache
  - cap
  - drop
  - drum
  - flap
  - guard
  - hole
  - lap
  - mark
  - phone
  - -piercing (u.m.)
  - plug
  - ring
  - screw
  - shot
  - sore
  - splitting
  - tab
  - wax
  - wig
  - witness
- **earth**
  - bank
  - born
  - -bred (u.m.)
  - fall
  - fast
  - -fed (u.m.)
  - fill
  - grubber
  - # house
  - kin
  - lit
  - mover
  - nut
  - quake
  - -shaking (u.m.)
  - slide
  - -stained (u.m.)
  - wall
- **east**
  - -central (u.m.)
  - going
  - -northeast
  - -sider
  - -southeast
- **Eastertide**
- **easy**
  - going
  - mark (n.)
  - -rising (u.m.)
  - -spoken (u.m.)
- **eavesdrop**
- **ebbtide**
- **edge**
  - # plane
  - shot
  - ways
- **eel**
  - cake
  - catcher
  - fare
  - pot
  - pout
  - spear
- **egg**
  - beater (all meanings)
  - cup
  - eater
  - fruit
  - head (nonliteral)
  - hot (n.)
  - nog
  - plant
  - -shaped (u.m.)
  - shell
  - -white (u.m.)
- **eight**
  - -angled (u.m.)
  - fold
  - penny (nail)
  - -ply (u.m.)
  - score
  - -wheeler
- **elbowchair**
- **elder**
  - # brother
  - brotherhood
  - brotherly
  - -leaved (u.m.)
- **electro** (c.f.)
  - -optics
  - -osmosis
  - -ultrafiltration
  - *rest one word*
- **embryo** (c.f.)
  - *all one word*
- **empty**
  - handed
  - -looking (u.m.)
- **en**
  - # banc
  - # gros
  - # route
- **encephalo** (c.f.)
  - *all one word*
- **end**
  - -all (n., u.m.)
  - bell
  - brain
  - gate
  - lap
  - long
  - -match (v.)
  - matcher
  - -measure (v.)
  - most
  - -shrink (v.)
  - ways
- **ender**
  - -on
  - -up
- **endo** (c.f.)
  - *all one word*
- **engine**
  - # shop

-sized (u.m.)
work
# worker
# yard
entero (c.f.)
all one word
entry # book
envelope
holder
maker
epi (pref.)
all one word
equi (c.f.)
-gram-molar
rest one word
ere
long
now
erythro (c.f.)
all one word
even
glow
handed
minded
-numbered (u.m.)
song
-tempered (u.m.)
tide
ever
-abiding (u.m.)
bearing
blooming
-constant (u.m.)
-fertile (u.m.)
glade
going
green
lasting
more
-normal (u.m.)
-present (u.m.)
-ready (u.m.)
sporting (biol.)
which
every
day (n., u.m.)
# day (each day)
how
one (all)
# one (distributive)
# time
evil
doer
-eyed (u.m.)
-faced (u.m.)
-looking (u.m.)
minded (u.m.)
sayer
speaker
wishing
ex
cathedra
cathedral
communicate
-Governor
libris
officio
post # facto
rights
-serviceman
-trader
extra
-alimentary
-American
bold
-Britannic
-condensed (u.m.)
curricular
-fine (u.m.)
hazardous
judicial
-large (u.m.)
-long (u.m.)
marginal
mural
ordinary
polar
-strong (u.m.)
territorial
vascular
eye
ball
bank
bar
blink
-blurred (u.m.)
bolt
brow
-conscious (u.m.)
cup
flap
glance
glass
hole
lash
lens
lid
mark
-minded (u.m.)
peep
pit
point
service
shade
shield
shot
sick
sight
sore
spot
-spotted (u.m.)
stalk
strain
string
tooth
wash
# weariness
wink
witness

F

F
-flat
-horn
-sharp
fable
# book
teller
face
about (n., u.m., v.)
-arbor (v.)
cloth
-harden (v.)
-hardened (u.m.)
lifting
mark
-on (n., u.m.)
plate
up (n., u.m.)
fact
finding
sheet
fade
away (n., u.m.)
-in (n., u.m.)
out (n., u.m.)
fail-safe
faint
heart
-voiced (u.m.)
fair
ground
-lead (n., u.m.)
minded
play
-skinned (u.m.)
fairy
folk
hood
tale
faithbreaker
fall
away (n., u.m.)
back (n., u.m.)
-in (n., u.m.)
out (n., u.m.)
-plow (v.)
-sow (v.)
trap
fallow # land
false
-bottomed (u.m.)
-faced (u.m.)
hood
-tongued (u.m.)
fame
-crowned (u.m.)
-thirsty (u.m.)
fan
back
bearer
fare
fold
foot
-jet
-leaved (u.m.)
marker
-shaped (u.m.)
-tailed (u.m.)
fancy
-free (u.m.)
-loose (u.m.)
-woven (u.m.)
-wrought (u.m.)
far
-aloft (u.m.)
away (n., u.m.)
-borne (u.m.)
-distant (u.m.)
-eastern (u.m.)
-famed (u.m.)
fetched
flung (u.m.)
gone
-off (u.m.)
-reaching (u.m.)
seeing
-seen (u.m.)
-set (u.m.)
sight
farm
-bred (u.m.)
hand
hold
people
place
stead
fashion
-led (u.m.)
piece (naut.)
-setting (u.m.)
fast
-anchored (u.m.)
back
-dyed (u.m.)
going
hold
-moving (u.m.)
-read (v.)
-reading (u.m.)
time (daylight saving)
fat
back
-bellied (u.m.)
-free (u.m.)
head
-soluble (u.m.)
father
-confessor
-in-law
fault
finder
slip
faux # pas
fear
-free (u.m.)
nought
-pursued (u.m.)
-shaken (u.m.)
feather
bed (v.)
bone
brain
edge
-footed (u.m.)
head
-leaved (u.m.)
stitch
-stitched (u.m.)
-stitching
-tongue (v.)
weight
wing (moth)
fed-up (u.m.)
feeble
-bodied (u.m.)
minded
feed
back (n., u.m.)
bag
bin
crusher
cutter
head
lot
mixer
pipe
rack
stuff
feeder
-in
-up
fellow
craft
ship
rest two words
felt
cutter
-lined (u.m.)
packer
fenbank
fencepost
fern
-clad (u.m.)
leaf
-leaved (u.m.)
ferro (c.f.)
-carbon-titanium
-uranium
rest one word
fever
less
-stricken (u.m.)
trap
-warm (u.m.)
fiber
-faced (u.m.)
glass
stitch
Fiberglas (copyright)
fibro (c.f.)
-osteoma
rest one word
fickleminded (u.m.)
fiddle
back
-faddle
head
-shaped (u.m.)
stick
string
field
ball
glass
goal
-strip
fierce
-eyed (u.m.)
-looking (u.m.)
fiery
-flaming (u.m.)
-hot (u.m.)
-red (u.m.)
-tempered (u.m.)
fig
bar
eater
leaf
shell
figure
head
-of-eight (u.m.)
# work (printing)
file
card
-hard (u.m.)
setter
-soft (u.m.)
fill
-in (n., u.m.)
out (n., u.m.)
-up (n., u.m.)

- **filler**
  - cap
  - -in
  - -out
  - -up
- **film**
  - cutter
  - goer
  - going
  - slide
  - strip
  - -struck (u.m.)
- **fin**
  - back
  - -shaped (u.m.)
- **fine**
  - -cut (u.m., v.)
  - -draw (v.)
  - -drawn (u.m.)
  - -featured (u.m.)
  - -looking (u.m.)
  - -set (u.m.)
- **finger**
  - breadth
  - -cut (u.m.)
  - hold
  - hole
  - hook
  - mark
  - nail
  - parted
  - post
  - print
  - shell
  - spin
  - stall
  - tip
- **fire**
  - arm
  - back (n.)
  - ball
  - bell
  - bolt
  - bomb
  - brand
  - brat
  - break
  - brick
  - -burnt (u.m.)
  - -clad (u.m.)
  - coat
  - cracker
  - crest
  - -cure (v.)
  - damp
  - -eater
  - fall
  - fang
  - fighter
  - guard
  - -hardened (u.m.)
  - hose
  - lit
  - pit
  - place
  - plow
  - plug
  - -polish (v.)
  - -red (u.m.)
  - -resistant (u.m.)
  - safe
  - side
  - spout
  - trap
  - truck
  - wall
  - warden
- **firm**
  - -footed (u.m.)
  - -set (u.m.)
  - -up (n., u.m.)
- **first**
  - -aider
  - -born (u.m.)
  - -class (u.m.)
  - comer
  - hand (u.m.)
  - -made (u.m.)
  - -named (u.m.)
  - -nighter
  - -rate (u.m.)
  - -rater
- **fish**
  - back
  - bed
  - -bellied (u.m.)
  - bolt
  - bone
  - bowl
  - cake
  - eater
  - eye
  - -eyed (u.m.)
  - fall
  - -fed (u.m.)
  - food
  - garth
  - hook
  - -joint (v.)
  - kill
  - meal
  - mouth
  - plate
  - pond
  - pool
  - pot
  - pound
  - trap
  - weir
  - works
- **fisher**
  - folk
  - people
- fishyback (n., u.m.)
- **fit**
  - out (n.)
  - strip
- **five**
  - bar
  - fold
  - -ply (u.m.)
  - -pointed (u.m.)
  - -reeler
  - score
  - -shooter
- **flag**
  - bearer
  - pole
  - post
  - -raising (u.m.)
  - ship
  - -signal (v.)
  - staff
  - stick
- **flame**
  - -colored (u.m.)
  - -cut (v.)
  - out (n.)
  - thrower
- flannelmouth
- **flap**
  - cake
  - doodle
  - -eared (u.m.)
  - jack
- **flare**
  - back (n., u.m.)
  - out (n., u.m.)
  - path
  - up (n., u.m.)
- **flash**
  - back (n., u.m.)
  - bulb
  - card
  - cube
  - gun
  - lamp
  - pan
  - point
- **flat**
  - back (bookbinding)
  - bed (printing)
  - -bottomed (u.m.)
  - car
  - -compound (v.)
  - fold
  - foot (n.)
  - hat
  - head
  - iron
  - nose
  - out (n., u.m.)
  - -rolled (u.m.)
  - sawn
  - top
  - -topped (u.m.)
  - woods
- **flax**
  - drop
  - -leaved (u.m.)
  - -polled (u.m.)
  - seed
  - wife
- **flea**
  - bite
  - -bitten (u.m.)
- **fleet**
  - foot
  - -footed (u.m.)
  - wing
- **flesh**
  - brush
  - hook
  - -pink (u.m.)
  - pot
- fleur-de-lis
- **flight**
  - crew
  - -hour
  - path
  - -test (v.)
- flimflam
- **flip**
  - -flap
  - -flop
  - -up (n., u.m.)
- **flood**
  - cock
  - flow
  - gate
  - lamp
  - lighting
  - mark
  - tide
  - wall
- **floor**
  - beam
  - cloth
  - head
  - lamp
  - mat
  - mop
  - space
  - stain
  - walker
  - -waxing (u.m.)
- **flour**
  - bag
  - bin
  - #mill
  - sack
- **flow**
  - chart
  - meter
  - off (n., u.m.)
  - sheet
  - through
- **flower**
  - bed
  - bud
  - -crowned (u.m.)
  - #grower
  - -hung (u.m.)
  - pot
  - -scented (u.m.)
  - #shop
- flue-cure (v.)
- **fluid**
  - -compressed (u.m.)
  - extract (pharm.) (n.)
  - glycerate
- **fluo** (c.f.)
  - *all one word*
- **fluoro** (c.f.)
  - *all one word*
- **flush**
  - -cut (u.m.)
  - -decked (u.m.)
  - -decker
  - gate
- **fluvio** (c.f.)
  - *all one word*
- **fly**
  - away
  - back
  - ball
  - -bitten (u.m.)
  - blow
  - blown
  - -by-night (n., u.m.)
  - catcher
  - eater
  - -fish (v.)
  - -fisher
  - -fisherman
  - #fishing
  - flap
  - -free (u.m.)
  - leaf
  - paper
  - sheet
  - speck
  - -specked (u.m.)
  - tier
  - trap
  - weight
  - wheel
  - winch
- **flying**
  - #boat
  - #fish
- **foam**
  - bow
  - -crested (u.m.)
  - -white (u.m.)
- **fog**
  - born
  - bow
  - dog
  - eater
  - -hidden (u.m.)
  - horn
  - -ridden (u.m.)
- **fold**
  - -in
  - up (n., u.m.)
- **folk**
  - free (u.m.)
  - lore
  - song
- **follow**
  - -on
  - through (n., u.m.)
  - up (n., u.m.)
- **follower-up**
- **food**
  - packer
  - sick
  - stuff
- **foolhardy**
- **foolscap**
- **foot**
  - -and-mouth (u.m.)
  - ball
  - band
  - bath
  - blower
  - brake
  - breadth
  - bridge
  - -candle
  - fall
  - -free (u.m.)
  - gear
  - -grain
  - hill
  - hold
  - lambert
  - licker
  - lining
  - locker
  - loose
  - mark
  - note
  - pad
  - path
  - pick
  - plate
  - -pound
  - -pound-second
  - print
  - race
  - rail
  - rest
  - rope
  - scald
  - -second
  - slogger
  - sore
  - stalk
  - stall
  - step
  - stick
  - stock
  - stool
  - -ton
  - walk
  - wall

-weary (u.m.)
worn
for (pref.)
all one word
fore
-age
-and-aft (n., u.m.)
-and-after (n.)
-edge
-end
-exercise
rest one word
forest
-clad (u.m.)
-covered (u.m.)
# land
side
fork
head
lift
-pronged (u.m.)
-tailed (u.m.)
form
fitting
# work (printing)
forth
coming
right
with
fortuneteller
forty-niner
foul
# line

-looking (u.m.)
mouthed
-spoken (u.m.)
-tongued (u.m.)
up (n., u.m.)
foundry # proof (printing)
fountainhead
four
-bagger
-ball (u.m.)
-eyed (u.m.)
flusher
fold
-footed (u.m.)
-in-hand (n., u.m.)
-masted (u.m.)
-master
penny (nail)
-ply (u.m.)
score
some
square
-wheeler
fox
-faced (u.m.)
hole
hound
skinned
tailed
trot
fracto (c.f.)
all one word

frameup (n., u.m.)
free
booter
born
drop
-for-all (n., u.m.)
-grown (u.m.)
hand (drawing)
handed
hold
lance
loader
-minded
masonry
-spoken (u.m.)
standing (u.m.)
thinker
trader
wheel (u.m., v.)
wheeler (n.)
# will (n.)
will (u.m.)
freeze
down (n., u.m.)
out (n., u.m.)
up (n., u.m.)
freight
# house
-mile
room
french-minded (u.m.)
fresh
-looking (u.m.)

-painted (u.m.)
frog
belly
eater
-eyed (u.m.)
face
mouth
nose
pond
tongue (medicine)
front
-end (u.m.)
-focused (u.m.)
runner
stall
-wheel (u.m.)
fronto (c.f.)
-occipital
-orbital
rest one word
frost
bite
bow
-free (u.m.)
-hardy (u.m.)
-heaving (u.m.)
-killed (u.m.)
lamp
fruit
cake
# fly
growing
# shop

stalk
frying # pan
fuel
# line
oil
full
back
-bellied (u.m.)
blood
-bound (u.m.)
face
-fashioned (u.m.)
-flowering (u.m.)
-grown (u.m.)
-handed (u.m.)
-headed (u.m.)
-lined (u.m.)
load
mouth
-strength (u.m.)
-time (u.m.)
fundraising
funlover
funnel
form
-shaped (u.m.)
fur
-clad (u.m.)
coat
-lined (u.m.)
-trimmed (u.m.)
fuseplug

G

G
-major
-man
-minor
-sharp
gabfest
gad
about (n., u.m.)
fly
gaff-topsail
gag
-check (v.)
root
gaugepin
gain
say
-sharing (u.m.)
galact(o) (c.f.)
all one word
gallbladder
galley
# proof (printing)
-west (u.m.)
galvano (c.f.)
all one word
game
bag
cock
gang
boss
plank
saw
gapeseed
garnet-brown (u.m.)
gas
bag
bomb
-driven (u.m.)
-fired (u.m.)

firing
fitter
-heated (u.m.)
-laden (u.m.)
lamp
lighted
line (auto)
# line (people queue)
lock
meter
works
gastro (c.f.)
-omental
rest one word
gate
leg (u.m.)
pin
post
tender
works
gay
cat
-colored (u.m.)
# dog
-looking (u.m.)
gear
case
-driven (u.m.)
fitter
-operated (u.m.)
set
shift
wheel
gelatin
-coated (u.m.)
-making (u.m.)
gelatino (c.f.)
bromide
chloride

gem
cutter
-set (u.m.)
# stone
genito (c.f.)
all one word
gentle
folk
-looking (u.m.)
-mannered (u.m.)
mouthed
-spoken (u.m.)
geo (c.f.)
all one word
germ-free (u.m.)
gerrymander
get
-at-able
away (n., u.m.)
off (n., u.m.)
-together (n., u.m.)
up (n., u.m.)
ghost
-haunted (u.m.)
write (v.)
giddy
brain
head
-paced (u.m.)
gilt-edge (u.m.)
gin-run (u.m.)
ginger
bread
-colored (u.m.)
snap
spice
give
-and-take (n., u.m.)

away (n., u.m.)
glacio (c.f.)
all one word
glad
-cheered (u.m.)
-sad
glass
blower
cutter
-eater
-eyed (u.m.)
-hard (u.m.)
works
glauco (c.f.)
all one word
glidepath
globetrotter
glosso (c.f.)
all one word
glow
lamp
meter
gluc(o) (c.f.)
all one word
glue
pot
stock
glycero (c.f.)
all one word
glyco (c.f.)
all one word
go
-ahead (n., u.m.)
-around (n., u.m.)
-as-you-please (u.m.)
-back (n., u.m.)
-between (n.)
by (n.)

cart
-devil (n.)
-getter
-getting (n., u.m.)
-off (n., u.m.)
goalpost
goat
-bearded (u.m.)
-drunk (u.m.)
-eyed (u.m.)
herd
goat's
-hair
-horn
God
-conscious (u.m.)
-fearing (u.m.)
-forsaken (u.m.)
-given (u.m.)
head
-man
-ordained (u.m.)
-sent (u.m.)
-sped (u.m.)
speed
-taught (u.m.)
god
child
daughter
father
head
hood
less
mother
parent
send
ship
son
sonship
goggle-eyed (u.m.)

goings-on
gold
beater
brick (swindle)
#brick (of real gold)
-bright (u.m.)
-brown (u.m.)
digger
-filled (u.m.)
foil
-inlaid (u.m.)
leaf
plate (v.)
-plated (u.m.)
-plating (u.m.)
smithing
-wrought (u.m.)
golden
-fingered (u.m.)
-headed (u.m.)
mouthed
good
bye
-fellowship
-for-nothing (n., u.m.)
-looker
-looking (u.m.)
-natured (u.m.)
#will (kindness)
will (salable asset)
goose
bone
-cackle
-eyed (u.m.)
flesh
-footed (u.m.)
herd
mouth
neck
pimples
rump
step
wing
gospel
like
-true (u.m.)
gourdhead
Government (U.S. or foreign)
-in-exile
-owned (u.m.)
wide
governmentwide (State, city, etc.)
grab
-all (n., u.m.)
hook
rope
grade
finder
mark
grain
-cut (u.m.)
-laden (u.m.)
mark
sick
gram
-fast (u.m.)
-meter
-molecular
-negative (u.m.)
-positive (u.m.)
grand
aunt
child, etc.
stand
grant-in-aid
grape
fruit
juice
-leaved (u.m.)
seed
stalk
vine
graphalloy
grapho (c.f)
all one word
grass
-clad (u.m.)
-covered (u.m.)
cutter
flat
-green (u.m.)
hop
nut
plot
roots (nonliteral)
#roots (literal)
widow
grave
clothes
digger
side
stead
gravel-blind (u.m.)
gray
back (n., u.m.)
beard (n.)
-clad (u.m.)
coat (n.)
-eyed (u.m.)
-haired (u.m.)
head
-headed (u.m.)
out (n., u.m.)
great
-aunt
coat
-eared (u.m.)
-grandchild, etc.
-headed (u.m.)
heart
mouthed
green
back (n., u.m.)
belt (community)
-clad (u.m.)
-eyed (u.m.)
gage (plum)
gill
grocer
horn
-leaved (u.m.)
sand (geology)
sick
stuff
sward
town (community)
#wood (literal)
wood (forest)
greyhound
gridiron
griddlecake
grip
sack
wheel
gross-minded (u.m.)
ground
hog
mass
nut
path
plot
-sluicer
speed
wave
#water
group-connect (v.)
grownup (n., u.m.)
grubstake
guard
plate
rail
guestchamber
guidepost
guided-missile (u.m.)
guider-in
gum
boil
chewer
digger
drop
-gum
lac
-saline (n.)
shoe
gun
bearer
blast
builder
cotton
crew
deck
fight
fire
flint
lock
paper
pit
play
point
powder
rack
-rivet (v.)
runner
shot
-shy (u.m.)
sight
stock
wale
gut
less
string
gutter
blood
-bred (u.m.)
snipe
spout
gymno (c.f.)
all one word
gyneco (c.f.)
all one word
gyro
#horizon
#mechanism
#pelorus
plane, compass, etc.

H

H
-bar
-beam
-bomb
-hour
-piece
hack
barrow
hammer
log
saw
hailstorm
hair
band
breadth
brush
-check (n.)
cloth
cut (n.)
do
dresser
-fibered (u.m.)
lock
pin
space (printing)
splitting
spring
streak
stroke (printing)
half
-and-half (n., u.m.)
-afraid
-alive
-angry
back (football)
-backed (u.m.)
-baked (u.m.)
blood (n.)
-bound (u.m.)
-bred (u.m.)
breed
caste
-clear
cock (v.)
cocked (nonliteral)
-dark
deck
-decked (u.m.)
-decker
-feed (v.)
-hourly (u.m.)
-life
#load
-loaded (u.m.)
-mast
-miler
-monthly (u.m.)
-on (n., u.m.)
pace
penny
-ripe
-shy
-sole (v.)
staff
stitch
-strength (u.m.)
title
tone (printing)
track
-true
-truth
-weekly (u.m.)
wit
-witted (u.m.)
-yearly (u.m.)
hallmark
ham
shackle
string
hammer
cloth
dress (v.)
-hard (u.m.)
-harden (v.)
-hardened (u.m.)
head
lock
toe
-weld (v.)
-wrought (u.m.)
hand
bag
ball
bank (v.)
barrow
bill
-bound (u.m.)
bow
brake
breadth
brush
-built (u.m.)
car
-carry (v.)
cart
-carve (v.)
clap
clasp
-clean (v.)
crank
cuff
-cut (v.)
-embroidered (u.m.)
-fed (v.)
fold
grasp
grenade
grip
guard
gun
-high (u.m.)
hold
hole
-in-hand (u.m.)
kerchief
-knit (v.)
-knitter
laid
-letter (v.)
lift (truck)
liner
made
-me-down (n., u.m.)
mix (v.)
mold (v.)
mower

off (n., u.m.)
out (n., u.m.)
pick (v.)
post
press
print
rail
reading
saw
scrape (v.)
set
shake
spade
spike
splice
split
spring
spun
-stamp (v.)
stand
stitch
stroke
stuff
-tailored (u.m.)
tap
tool
-tooled (u.m.)
-tooling (u.m.)
truck
weave
wheel
worked
woven
write (v.)
written
wrought
handie-talkie
handlebar
hang
dog
nail
net
out (n., u.m.)
up (n.)
hanger
-back
-on
-up
happy-go-lucky
hara-kiri
harborside
hard
-and-fast (u.m.)
back (beetle)
-baked (u.m.)
-bitten (u.m)
-boiled (u.m.)
case
core
fist (n.)
handed
hat (n.)
head
-hit (u.m.)
-looking (u.m.)
mouthed
nose
pan
-pressed (u.m.)
-set (u.m.)
ship
spun
stand
tack
top (auto)
-won (u.m.)
#work
-working (u.m.)
wrought
hare
brain
foot
hound
lip
-mad (u.m.)
harness-making (u.m.)
harum-scarum
has-been (n.)
hashmark
hat
band
brim
brush
cleaner
pin
rack
rail
stand
hatchet-faced (u.m.)
haul
about (n., u.m.)
away (n., u.m.)
back (n.)
have-not (n., u.m.)
haversack
hawk
bill
-billed (u.m.)
-nosed (u.m.)
hawse
hole
pipe
hay
band
cap
cart
cock
fork
lift
loft
market
mow
rack
rake
rick
-scented (u.m.)
seed
stack
wire
hazel
-eyed (u.m.)
nut
he-man
head
ache
achy
band
bander
block
cap
chair
cheese
chute
cloth
dress
-ender
first
frame
gate
gear
hunter
lamp
ledge
lighting
liner
lock
long
mold
most
note
-on (u.m.)
phone
plate
post
quarters
rail
reach
rest
ring
rope
set
shake
sill
space
spin
spring
stall
stand
start
stick
stock
stream
strong
wall
waiter
wind
header-up
heal-all (n., u.m.)
heart
ache
aching
beat
block
blood
break
burn
deep
felt
free (u.m.)
grief
heavy
leaf
-leaved (u.m.)
nut
quake
seed
sick
sore
string
struck
throb
-throbbing (u.m.)
-weary (u.m.)
hearth
rug
warming
heat
drops
-resistant (u.m.)
stroke
treat (v.)
-treating (u.m.)
heaven
-inspired (u.m.)
-sent (u.m.)
heaver
-off
-out
-over
heavy
back
-duty (u.m.)
-eyed (u.m.)
-footed (u.m.)
handed
-looking (u.m.)
-set (u.m.)
#water
weight (n., u.m.)
hecto (c.f.)
all one word
hedge
born
breaker
hog
hop
pig
row
heel
ball
band
block
cap
fast
grip
pad
path
plate
post
print
ring
stay
strap
tap
helio (c.f.)
all one word
hell
bender
bent
born
bred
cat
-dark (u.m.)
diver
dog
fire
hole
hound
-red (u.m.)
ship
helpmeet
helter-skelter
hemstitch
hema (c.f.)
all one word
hemato (c.f.)
all one word
hemi (pref.)
all one word
hemo (c.f.)
all one word
hemp
seed
string
hen
bill
coop
-feathered (u.m.)
pecked
roost
hence
forth
forward
hepato (c.f.)
all one word
hepta (c.f.)
all one word
here
about
after
at
by
from
in
inabove
inafter
inbefore
into
of
on
to
tofore
under
unto
upon
with
herringbone
hetero (c.f.)
-ousia, etc.
rest one word
hexa (c.f.)
all one word
hi
-fi
jack
hide
-and-seek (n., u.m.)
away (n., u.m.)
out (n., u.m.)
high
ball
binder
born
bred
brow (nonliteral)
-caliber (u.m.)
-class (u.m.)
flier (n.)
flying (u.m.)
-foreheaded (u.m.)
handed
-hat (v.)
jinks
lander
#light (literal)
light (nonlit.)
-minded (u.m.)
-power (u.m.)
-pressure (u.m., v.)
-priced (u.m.)
#proof
-reaching (u.m.)
-rigger (n.)
rise (building)
road
#seas
-speed (u.m.)
stepper
-tension (u.m.)
-up (u.m.)
#water
higher-up (n.)
hill
billy
culture (farming)
side
top

- **hind**
  - brain
  - cast
  - gut (n.)
  - head
  - leg
  - most
  - quarter
  - saddle
  - sight
  - wing
- **hip**
  - bone
  - mold
  - shot
- **hippo** (c.f.)
  - *all one word*
- **histo** (c.f.)
  - *all one word*
- **hit**
  - -and-miss (u.m.)
  - -and-run (u.m.)
  - -or-miss (u.m.)
- hitchhiker
- hoarfrost
- hoary-haired (u.m.)
- **hob**
  - goblin
  - nail
  - nob
- hobbyhorse
- hocus-pocus
- hodgepodge
- **hog**
  - back
  - -backed (u.m.)
  - -faced (u.m.)
  - fat
  - frame
  - hide
  - nose (machine)
  - -nosed (u.m.)
  - pen
  - sty
  - -tie (v.)
  - wash
  - -wild (u.m.)
- hog's-back (geol.)
- hogshead
- hoistaway (n.)
- **hold**
  - all (n., u.m.)
  - back (n., u.m.)
  - -clear (n., u.m.)
  - down (n., u.m.)
  - fast (n., u.m.)
  - off (n., u.m.)
  - out (n., u.m.)
  - up (n., u.m.)
- **holder**
  - -forth
  - -on
  - -up
- **hole**
  - -high (u.m.)
  - through
- **hollow**
  - back (bookbinding)
  - -backed (u.m.)
  - -eyed (u.m.)
  - faced
  - -ground (u.m.)
- **holo** (c.f.)
  - *all one word*
- **home**
  - -baked (u.m.)
  - body
  - born
  - bred
  - brew
  - builder
  - comer
  - -fed (u.m.)
  - felt
  - folk
  - freeze (u.m., v.)
  - front
  - furnishings (n.)
  - grown
  - lander
  - life
  - made
  - plate
  - seeker
  - sick
  - spun
  - stead
  - stretch
  - town
  - woven
- **homeo** (c.f.)
  - *all one word*
- **homo**
  - #legalis
  - #sapiens
- **homo** (c.f.)
  - -ousia, etc.
  - *rest one word*
- **honey**
  - -colored (u.m.)
  - comb
  - dew
  - drop
  - eater
  - -laden (u.m.)
  - lipped
  - moon
  - mouthed
  - pot
  - sucker
  - sweet
- honor#man
- **hood**
  - cap
  - mold
  - wink
- **hoof**
  - beat
  - mark
  - print
  - -printed (u.m.)
- **hook**
  - ladder
  - nose
  - -nosed (u.m.)
  - pin
  - up (n., u.m.)
- **hooker**
  - -off
  - -on
  - -out
  - -over
  - -up
- hoopstick
- **hop**
  - about (n., u.m.)
  - off (n., u.m.)
  - scotch
  - toad
- **hopper**
  - burn
  - dozer
- horehound
- **hormono** (c.f.)
  - *all one word*
- **horn**
  - bill
  - blende
  - blower
  - -eyed (u.m.)
  - pipe
  - stay
  - tip
- hornyhanded
- **horse**
  - back
  - breaker
  - car
  - cloth
  - dealer
  - fair
  - fight
  - flesh
  - hair
  - head
  - herd
  - hide
  - hoof
  - -hour
  - jockey
  - laugh
  - meat
  - mint
  - play
  - pond
  - power-hour
  - power-year
  - pox
  - race
  - #sense (n.)
  - shoe
  - thief
  - whip
- **hot**
  - bed
  - blood
  - -blooded (u.m.)
  - brain
  - cake
  - -cold
  - dog
  - foot
  - head (n.)
  - -mix (u.m.)
  - pack
  - patch
  - plate
  - -press (v.)
  - rod (nonliteral)
  - -roll (v.)
  - -rolled (u.m.)
  - spot
  - -work (v).
- houndshark
- hourglass
- **house**
  - breaking
  - broken
  - builder
  - cleaner
  - -cleaning (u.m.)
  - coat
  - dress
  - father
  - furnishing(s) (n.)
  - guest
  - hold
  - husband
  - mother
  - parent
  - pest
  - -raising (u.m.)
  - ridden
  - top
  - trailer
  - wares
  - warming
  - wife
  - wright
- **how**
  - -do-you-do (n.)
  - ever
  - soever
- **hub**
  - cap
  - -deep (u.m.)
- humankind
- **humble**
  - bee
  - -looking (u.m.)
  - mouthed
  - -spirited (u.m.)
- humdrum
- **humero** (c.f.)
  - -olecranal
  - *rest one word*
- **hump**
  - back
  - -shouldered (u.m.)
- humpty-dumpty
- hunchback
- **hundred**
  - fold
  - -legged (u.m.)
  - -percenter
  - -pounder
  - weight
- hung-up (u.m.)
- **hunger**
  - -mad (u.m.)
  - -worn (u.m.)
- hurly-burly
- **hush**
  - -hush
  - up (n., u.m.)
- **hydro** (c.f.)
  - electric, plant, power, etc.
  - #station
  - *rest one word*
- **hygro** (c.f.)
  - *all one word*
- **hyper** (pref.)
  - -Dorian, etc.
  - *rest one word*
- **hypo** (c.f.)
  - *all one word*
- **hystero** (c.f.)
  - -oophorectomy
  - -salpingo-oophorectomy
  - *rest one word*

I

- **I**
  - -bar
  - -beam
  - -iron
  - -rail
- ice
  - berg
  - blind
  - #blindness
  - blink
  - block
  - bone
  - breaker
  - cap
  - -clad (u.m.)
  - -cold (u.m.)
  - -cooled (u.m.)
  - -covered (u.m.)
  - fall
  - #fishing
  - floe (island)
  - flow (current)
  - -free (u.m.)
  - melt
  - pack
  - plant
  - plow
  - quake
  - #water
- **ichthyo** (c.f.)
  - *all one word*
- **ideo** (c.f.)
  - -unit
  - *rest one word*
- **idle**
  - headed
  - -looking (u.m.)
  - -minded (u.m.)
- **ileo** (c.f.)
  - *all one word*
- **ilio** (c.f.)
  - *all one word*
- **ill**
  - -advised (u.m.)
  - -being (n.)
  - -born (u.m.)
  - -bred (u.m.)
  - #breeding (n.)
  - -doing (n., u.m.)
  - -fated (u.m.)
  - -humored (u.m.)
  - -looking (u.m.)
  - -treat (v.)
  - -use (v.)
  - -wisher
  - -wishing (u.m.)
- **in**
  - -and-in (u.m.)
  - -and-out (u.m.)
  - -and-outer
  - -being (u.m.)
  - -flight (u.m.)
  - -house
  - -law (n.)
  - asmuch, sofar
  - #re, #rem, #situ, etc.
- **in** (pref.)
  - active (u.m.)
  - depth (u.m.)
  - hospital (u.m.)
  - migration (u.m.)
  - service (u.m.), etc.

inch
  -deep (u.m.)
  -long (u.m.)
  meal
  -pound
  -ton
index-digest
indigo
  -blue (u.m.)
  -carmine (u.m.)
Indo (c.f.)
  chinese
  -European, etc.
infra (pref.)
  -anal
  -auricular
  -axillary
  -esophageal
  -umbilical
  rest one word
inguino (c.f.)
  all one word
ink
  -black (u.m.)
  mixer
  pot
  slinger
  spot
  -spotted (u.m)
  stain
  stand
  well
inner
  -city (u.m.)
  # man
  spring
ino (c.f.)
  all one word
insect-borne
    (u.m.)
inter (pref.)
  -American, etc.
  rest one word
intra (pref.)
  -atomic, etc.
  rest one word
intro (pref.)
  all one word
Irish
  -American (u.m.)
  -born (u.m.)
iron
  back
  -braced (u.m.)
  clad
  fisted
  -free (u.m.)
  handed
  hard
  -lined (u.m.)
  mold
  -red (u.m.)
  shod
  shot (mineral)
    (u.m.)
  #shot (golf)
  side
  works
ironer-up
island
  -born (u.m.)
  -dotted (u.m.)
iso (c.f.)
  -octane
  -oleic
  -osmosis
  rest one word
ivory
  -tinted (u.m.)
  type (photog.)
  -white (u.m.)
ivy
  -clad (u.m.)
  -covered (u.m.)

J

J-bolt
jack
  ass
  hammer
  head
  -in-the-box
  knife
  -of-all-trades
  -o'-lantern
  -plane (v.)
  pot
  rabbit
  screw
  shaft
  snipe
  stay
  straw
  tar
jam
  nut
  packed
jaw
  bone
  breaker
  foot
  -locked (u.m.)
  twister
jay
  hawk
  walk
jelly
  bean
  roll
jerry
  -build (v.)
  builder
  -built (u.m.)
jet
  black (u.m.)
  liner
  port
  -powered (u.m.)
  prop
  -propelled (u.m.)
  stream
  wash
jewel
  -bright (u.m.)
  -studded (u.m.)
jew's-harp
jib
  head
  -o-jib
  stay
jig
  -a-jig
  back
  -drill (v.)
  saw
job
  seeker
  # shop
joggle # piece
joint # owner
joulemeter
joy
  hop
  killer
  ride
  stick
jump
  off (n., u.m.)
  rock
jungle
  -clad (u.m.)
  -covered (u.m.)
  side
junkpile
jury
  # box
  -fixing (u.m.)
  -rigged (u.m.)
juxta (c.f.)
  -ampullar
  -articular
  rest one word

K

K
  -ration
  -term
keel
  block
  fat
  haul
  -laying (u.m.)
  # line
keepsake
kerato (c.f.)
  all one word
kettle
  drum
  stitch
key
  bolt
  hole
  lock
  note
  punch
  ring
  seat
  stop
  word
kick
  about (n., u.m.)
  back (n., u.m.)
  -in (n., u.m.)
  off (n., u.m.)
  out (n., u.m.)
  up (n., u.m.)
killjoy
kiln
  -dry (u.m., v.)
  eye
  hole
  rib
  stick
  tree
kilo (pref.)
  gram-meter
  voltampere
  watthour
  rest one word
kindheart
king
  bolt
  head
  hood
  hunter
  pin
kins
  folk
  people
kiss-off (n., u.m.)
kite
  flier
  flying
knapsack
knee
  -braced (u.m.)
  brush
  cap
  -deep (u.m.)
  -high (u.m.)
  hole
  pad
  pan
  strap
knick
  knack
  point
knight
  -errant
  head
  hood
knitback
knob
  kerrie
  stick
knock
  about (n., u.m.)
  away (n., u.m.)
  down (n., u.m.)
  -knee (n.)
  -kneed (u.m.)
  off (n., u.m.)
  -on (n., u.m.)
  out (n., u.m.)
  up (n., u.m.)
knocker
  -off
  -up
knot
  hole
  horn
know
  -all (n., u.m.)
  -how (n., u.m.)
  -it-all (n., u.m.)
  -little (n., u.m.)
  -nothing (n.,
    u.m.)
knuckle
  bone
  -deep (u.m.)
  -kneed (u.m.)
Ku # Klux # Klan

L

L
  -bar
  -beam
  -block
  -shaped
  -square
labio (c.f.)
  all one word
laborsaving
lace
  -edged (u.m.)
  # edging
  wing (insect)
  -winged (u.m.)
  worked
lackluster
ladder-backed
    (u.m.)
lady
  beetle
  finger
  killer
  ship
lake
  bed
  front
  lander
  shore
  side
lameduck
    (nonliteral)
    (n., u.m.)
lamp
  black
  -blown (u.m.)
  -foot
  hole
  -hour
  # house
  lighter
  lit
  post
  shade
  stand
  wick

land
#base
-based (u.m.)
#bird
fall
fast
fill
flood
form
grabber
-grant (u.m.)
holding
lady
locked
look
lord
lubber
mark
mass
mine
-poor (u.m.)
right
scape
sick
side
slide
slip
spout
storm
wash
wire
wrack
lantern-jawed (u.m.)
lap
belt
-lap
robe
streak
weld (v.)
-welded (u.m.)
-welding (u.m.)
large
-eyed
-handed (u.m.)
-minded (u.m.)
mouthed
-scale (u.m.)
lark
-colored (u.m.)
spur
laryngo (c.f.)
all one word
last
-born (u.m.)
-cited (u.m.)
-ditcher
-named (u.m.)
latch
bolt
key
string
late
-born (u.m.)
comer
-lamented (u.m.)
-maturing (u.m.)
latero (c.f.)
all one word
lath-backed (u.m.)
lathe-bore (v.)
latter
-day (u.m.)
most
laughingstock
laundry#room

law
-abiding (u.m.)
breaker
-fettered (u.m.)
giver
suit
lawnmower
lay
away (n., u.m.)
back (n., u.m.)
-by (n.)
down (n., u.m.)
-minded (u.m.)
off (n., u.m.)
on (n., u.m.)
out (n., u.m.)
up (n., u.m.)
layer
-on
-out
-over
-up
lazy
bones
boots
legs
lead
-alpha
-burn (v.)
-filled (u.m.)
-gray (u.m.)
-in (n., u.m.)
line
#line (medical, naut. only)
off (n., u.m.)
out (n., u.m.)
leaden
-eyed (u.m.)
pated
-souled (u.m.)
leader#line
leaf
bud
-clad (u.m.)
-eating (u.m.)
-red (u.m.)
-shaped (u.m.)
stalk
lean
-faced (u.m.)
-looking (u.m.)
-to (n., u.m.)
leapfrog
lease
back (n., u.m.)
hold
leather
back
-backed (u.m.)
-bound (u.m.)
-brown (u.m.)
-covered (u.m.)
head
neck
side
leavetaking
lee-bow (v.)
leech
eater
#rope
left
-bank (v.)
#field (sports)
-hand (u.m.)
-handed (u.m.)
-hander

most
-sided (u.m.)
wing (political)
leg
band
puller
rope (v.)
lend-lease
lepto (c.f.)
all one word
let
down (n., u.m.)
off (n., u.m.)
up (n., u.m.)
letter
drop
gram
head
-perfect (u.m.)
press
space
leuc(o) (c.f.)
all one word
liberal-minded (u.m.)
lieutenant
#colonel
-colonelcy
#governor
-governorship
life
belt
blood
drop
float
giver
guard
hold
jacket
long
raft
ring
saver
-size (u.m.)
-sized (u.m.)
span
spring
stream
style
tide
vest
weary (u.m.)
lift-off (n., u.m.)
light
-armed (u.m.)
-clad (u.m.)
-colored (u.m.)
-drab (u.m.)
-draft (u.m.)
face (printing)
-footed (u.m.)
handed
house#keeping (nautical)
#housekeeping (domestic)
mouthed
-producing (u.m.)
ship
-struck (u.m.)
weight (n., u.m.)
-year
lighter-than-air (u.m.)
like
-looking (u.m.)
-minded (u.m.)

lily
handed
-shaped (u.m.)
-white (u.m.)
lime
juice
kiln
lighter
pit
quat
wash
linch
bolt
pin
line
-bred (u.m.)
-breed (v.)
casting
crew
cut (printing)
finder
up (n., u.m.)
walker
link
up (n., u.m.)
#up (v.)
lion
-bold (u.m.)
-headed (u.m.)
-maned (u.m.)
lip
read
service
stick
listener-in
litho (c.f.)
-offset
rest one word
little
-known (u.m.)
neck (clam)
-used (u.m.)
live
#load
long
stock
#wire
wire (nonliteral)
liver
-brown (u.m.)
-colored (u.m.)
wurst
living#room
loadmeter
loanword
lob
fig
lolly
lobster-tailed (u.m.)
lock
fast
hole
jaw
nut
out (n., u.m.)
pin
ring
step
stitch
up (n., u.m.)
washer
locker#room
lode
star
stuff

log
jam
roll
sheet
loggerhead
logo (c.f.)
all one word
long
-awaited (u.m.)
beard (n.)
-bearded (u.m.)
-billed (u.m.)
bow
cloth
-distance (u.m.)
-drawn (u.m.)
felt
hair (n.)
-haired (u.m.)
hand (nonlit.)
-handed (u.m.)
-handled (u.m.)
head (n.)
horn (cattle)
-horned (u.m.)
leaf
-leaved (u.m.)
-legged (u.m.)
legs (n.)
-lived (u.m.)
mouthed
-necked (u.m.)
nose (n.)
-nosed (u.m.)
-past (u.m.)
play (records)
playing (u.m.)
run (u.m.)
spun
standing (u.m.)
stitch
wave (radio)
ways
wool (sheep)
look
down (n., u.m.)
-in (n., u.m.)
out (n., u.m.)
through (n., u.m.)
looker-on
loop
hole
stitch
loose
leaf (u.m.)
mouthed
-tongued (u.m.)
lop
-eared (u.m.)
sided
loud
mouthed
speaker (radio)
-voiced (u.m.)
love
born
-inspired (u.m.)
lorn
seat
sick
low
born
bred
brow (nonlit.)
browed (nonliteral)

-built (u.m.)
down (n., u.m.)
-downer
-lander
-lived (u.m.)
-lying (u.m.)
-power (u.m.)
-pressure (u.m.)
#water
lower
case (printing)
most
lug
bolt
mark
sail
lukewarm
lumber
jack
#room
lumbo (c.f.)
-ovarian
rest one word
lumen-hour
lung
-grown (u.m.)
motor
lying-in (n., u.m.)

M

M-day
macebearer
machine
-finished (u.m.)
gun
-hour
-made (u.m.)
#shop
#work
macro (c.f.)
all one word
mad
brain
cap
made
-over (u.m.)
-up (u.m.)
magnetite
-basalt
-olivinite
-spinellite
magneto (c.f.)
-optics
rest one word
mahjong
maid
#of#honor
servant
maiden
hair
head
hood
mail
bag
clad
clerk
guard
-order (u.m.)
pouch
truck
main
frame
mast
pin
sail
sheet
spring
stay
stream (nonliteral)
top
topmost
#yard
major
-domo
-leaguer
-minor
make
-believe (n., u.m.)
fast (n.)
ready (printing)
shift
up (n., u.m.)
weight
maker
-off
-up
making#up
mal (c.f.)
all one word
man
back
-child
-created (u.m.)
-day
eater
-fashion (u.m.)
-grown (u.m.)
handle
hater
-high (u.m.)
hole
hood
-hour
killer
kind
made (u.m.)
-minute
-of-war (ship)
rope
servant
-size (u.m.)
slaughter
slayer
stealer
stopper
trap
-woman
-year
manic-depressive
manifold
mantel
shelf
tree
many
-colored (u.m.)
-folded (u.m.)
plies
-sided (u.m.)
map
reader
tack
marble
head
-looking (u.m.)
-topped (u.m.)
-white (u.m.)
mare's
-nest
-tail
mark
down (n., u.m.)
off (n., u.m.)
shot
up (n., u.m.)
marker
-down
-off
-up
marketplace
marrowbone
marsh
buck
mallow (confection)
#mallow (plant)
mass
-minded (u.m.)
-produce (v.)
mast
-brown (u.m.)
head
master
#at#arms
mind
#of#ceremonies
ship
#workman
mat-covered (u.m.)
match
head
-lined (u.m.)
mark
safe
stick
maxi (n.)
maxi (pref.)
all one word
May
#Day
-day (u.m.)
pole
tide
may
be (adv.)
beetle
day (distress call)
hap
mealymouth
mean
-acting (u.m.)
-spirited (u.m.)
time (meanwhile)
#time (astronomical)
tone (u.m.)
while
meat
ball
cutter
-eater
-fed (u.m.)
hook
-hungry (u.m.)
packer
works
wrapper
mechanico (c.f.)
all one word
medico (c.f.)
all one word
medio (c.f.)
all one word
medium
-brown (u.m.)
-size(d) (u.m.)
weight (n., u.m.)
meek
-eyed (u.m.)
-spirited (u.m.)
meetingplace
megalo (c.f.)
all one word
melon
-laden (u.m.)
-shaped (u.m.)
melt
down (n., u.m.)
water
men
folk
kind
meningo (c.f.)
all one word
merry
-go-round
meeting
-minded (u.m.)
meshbag
meso (c.f.)
all one word
mess
hall
kit
tin
-up (n., u.m.)
meta (pref.)
all one word
metal
ammonium
-clad (u.m.)
-coated (u.m.)
-lined (u.m.)
works
meter
-amperes
gram
-kilogram
-kilogram-second
-millimeter
metro (c.f.)
all one word
mezzo
graph
relievo
soprano
tint
micro (c.f.)
-organism
rest one word
mid (c.f.)
-American, etc.
-April
day
-decade
-dish
-ice
-1958
-Pacific, etc.
-Victorian, etc.
rest one word
middle
-aged (u.m.)
breaker
brow (nonlit.)
-burst (v.)
buster
most
-of-the-roader
-sized (u.m.)
splitter
weight
midi (n.)
midi (pref.)
all one word
mighty-handed (u.m.)
mil-foot
mild
-cured (u.m.)
-spoken (u.m.)
mile
-long (u.m.)
-ohm
post
-pound
-ton
-wide (u.m.)
milk
-fed (u.m.)
head
shake
shed
sick
sop
-white (u.m.)
mill
cake
course
dam
feed
hand
-headed (u.m.)
pond
post
race
ring
stock
stream
wright
milli (c.f.)
gram-hour
rest one word
mincemeat
mind
-healing (u.m.)
reader
set (n.)
sight
mine
layer
ship
sweeper
thrower
works
mini (n.)
mini (pref.)
all one word
minor-leaguer
minute#book
mirror
-faced (u.m.)
scope
mis (pref.)
all one word
mist
bow
-clad (u.m.)

  - -covered (u.m.)
  - fall
- **miter**
  - #box
  - -lock (v.)
- **mix**
  - blood
  - up (n.)
- **mixing#room**
- **mizzenmast**
- **mock**
  - -heroic (u.m.)
  - up (n., u.m.)
- **mocker-up**
- **mocking**
  - stock
  - -up (u.m.)
- **mold**
  - made (u.m.)
  - #shop
- **mole**
  - catcher
  - -eyed (u.m.)
  - head
  - heap
  - hill
- **money**
  - bag
  - changer
  - getter
  - grubber
  - lender
  - -mad (u.m.)
  - saver
- **monkey**
  - -faced (u.m.)
  - nut
  - pod
  - pot
  - shine
- **mono** (c.f.)
  - -ideistic
  - -iodo
  - -iodohydrin
  - -ion
  - -ousian
  - *rest one word*
- **month**
  - end
  - long (u.m.)
- **moon**
  - beam
  - bill
  - blind
  - #blindness
  - blink
  - born
  - -bright (u.m.)
  - calf
  - down
  - eye
  - face
  - gazing
  - glow
  - head
  - lighter
  - lit
  - -mad (u.m.)
  - path
  - rise
  - sail
  - set
  - shade
  - shine
  - shot
  - sick
  - struck
  - tide
  - walker
  - -white (u.m.)
- **moosecall**
- **mop**
  - head
  - stick
  - up (n., u.m.)
- **mopper-up**
- **mopping-up** (u.m.)
- **morningtide**
- **mosquito**
  - #boat
  - -free (u.m.)
- **moss**
  - back
  - -clad (u.m.)
  - -green (u.m.)
  - -grown (u.m.)
  - head
  - -lined (u.m.)
- **most-favored-nation** (u.m.)
- **moth**
  - ball
  - -eaten (u.m.)
  - hole
- **mother**
  - hood
  - -in-law
  - -of-pearl
- **moto** (c.f.)
  - *all one word*
- **motor**
  - bike
  - bus
  - cab
  - cade
  - car
  - coach
  - cycle
  - -driven (u.m.)
  - drome
  - jet
  - -minded (u.m.)
  - ship
  - truck
  - van
- **moundbuilder**
- **mountain**
  - -high (u.m.)
  - side
  - top
  - -walled (u.m.)
- **mouse**
  - -brown (u.m.)
  - -eared (u.m.)
  - -eaten (u.m.)
  - hole
  - trap
- **mouth**
  - -filling (u.m.)
  - -made (u.m.)
  - wash
- **muck**
  - rake (v.)
  - sweat
- **muco** (c.f.)
  - *all one word*
- **mud**
  - bank
  - bath
  - cap
  - -colored (u.m.)
  - flat
  - flow
  - guard
  - head
  - hole
  - lark
  - sill
  - slinger
  - -splashed (u.m.)
  - stain
  - sucker
  - track
- **muddlehead**
- **mule**
  - back
  - skinner
- **multi** (c.f.)
  - *all one word*
- **multiple-purpose** (u.m.)
- **music**
  - lover
  - -mad (u.m.)
- **musico** (c.f.)
  - *all one word*
- **musk**
  - melon
  - rat
- **mutton**
  - #chop (meat)
  - chop (shape)
  - fist
  - head
- **myria** (c.f.)
  - *all one word*
- **mytho** (c.f.)
  - *all one word*
- **myxo** (c.f.)
  - *all one word*

N

- **nail**
  - bin
  - brush
  - head
  - -headed (u.m.)
  - print
  - puller
  - rod
  - -shaped (u.m.)
  - -studded (u.m.)
- **name**
  - -calling (u.m.)
  - -dropping (u.m.)
  - plate
  - sake
- **narco** (c.f.)
  - *all one word*
- **narrow**
  - heartedness
  - -mouthed (u.m.)
  - minded
- **naso** (c.f.)
  - -occipital
  - -orbital
  - *rest one word*
- **native-born** (u.m.)
- **navy-blue** (u.m.)
- **near**
  - -acquainted (u.m.)
  - -bordering (u.m.)
  - by
  - -miss
  - sighted
- **neat's-foot** (u.m.)
- **neck**
  - band
  - bone
  - -breaking (u.m.)
  - cloth
  - -deep (u.m.)
  - fast
  - guard
  - -high (u.m.)
  - hole
  - lace
  - mold
  - tie
- **necro** (c.f.)
  - *all one word*
- **needle**
  - bill
  - case
  - -made (u.m.)
  - point
  - -shaped (u.m.)
  - -sharp (u.m.)
  - worked
- **ne'er-do-well**
- **neo** (c.f.)
  - -Greek, etc.
  - *rest one word*
- **nephro** (c.f.)
  - *all one word*
- **nerve**
  - ache
  - -celled (u.m.)
  - -racked (u.m.)
- **net**
  - ball
  - braider
  - -veined (u.m.)
- **nettle**
  - fire
  - foot
  - some
- **neuro** (c.f.)
  - *all one word*
- **never**
  - -ending (u.m.)
  - more
  - theless
- **new**
  - born
  - -car (u.m.)
  - comer
  - -created (u.m.)
  - fangled
  - -fashioned (u.m.)
  - -front (v.)
  - -made (u.m.)
  - -mown (u.m.)
  - -rich (u.m.)
- **newlywed**
- **news**
  - case
  - cast
  - clip
  - dealer
  - -greedy (u.m.)
  - letter
  - paper
  - paper#work
  - paper#worker
  - photo
  - print
  - reader
  - reel
  - sheet
  - stand
  - story
  - teller
- **nick**
  - -eared (u.m.)
  - name
- **nickel**
  - plate (v.)
  - -plated (u.m.)
  - -plating (u.m.)
  - type
- **night**
  - -black (u.m.)
  - cap
  - -clad (u.m.)
  - clothes
  - club
  - dress
  - fall
  - -fly (aviation) (v.)
  - -flying (u.m.)
  - gown
  - -grown (u.m.)
  - hawk
  - long (u.m.)
  - mare
  - shade
  - shirt
  - side
  - tide
  - -veiled (u.m.)
  - walker
- **nimble**
  - -fingered (u.m.)
  - footed
- **nimbostratus** (clouds)
- **nine**
  - fold
  - holes
  - -lived (u.m.)
  - penny (nail)
  - pin
  - score
- **nitro** (c.f.)
  - -hydro-carbon
  - *rest one word*
- **no**
  - -account (n., u.m.)
  - -fault
  - -good (n., u.m.)
  - -hitter (n.)
  - how
  - #man's land
  - -par (u.m.)
  - -par-value (u.m.)
  - -show (n., u.m.)
  - -thoroughfare (n.)
  - whit
- **noble**
  - -born (u.m.)
  - -featured (u.m.)
  - heartedness
  - -looking (u.m.)
  - -minded (u.m.)
- **nol-pros** (v.)

non
-civil-service (u.m.)
-European, etc.
-pros (v.)
#sequitur, etc.
-tumor-bearing (u.m.)
as prefix, one word
none
such
theless
noon
day
tide
north
-central (u.m.)
east
going
most
-northeast
-sider
nose
bag
bleed
bone
dive
down (n., u.m.)
gay
guard
-high (u.m.)
hole
-led (u.m.)
pipe
ring
-thumbing (u.m.)
up (n., u.m.)
wheel
notehead
notwithstanding
novel
-reading (u.m.)
#writer
-writing (u.m.)
nucleo (c.f.)
all one word
nut
breaker
-brown (u.m.)
cake
cracker
hatch
hook
pecker
pick
-shaped (u.m.)
shell
sweet

O

oak
-beamed (u.m.)
-clad (u.m.)
-green (u.m.)
-leaved (u.m.)
oar
-footed (u.m.)
lock
oat
bin
cake
-fed (u.m.)
meal
seed
oathbreaker
oblong
-elliptic (u.m.)
-leaved (u.m.)
-linear (u.m.)
-ovate (u.m.)
-shaped (u.m.)
-triangular (u.m.)
occipito (c.f.)
-otic
rest one word
ocean
-born (u.m.)
-girdled (u.m.)
going
side
-spanning (u.m.)
octo (c.f.)
all one word
odd
-jobber
-job man
-looking (u.m.)
-numbered (u.m.)
off
-and on (u.m.)
beat
cast
center (u.m.)
color (u.m.)
-colored (u.m.)
cut (printing)
day
-fall (v.)
-flavor (n., u.m.)
-flow
-go (n.)
going
grade
hand
-hours
loading
look
-lying (u.m.)
peak
print
put
-reckoning (n.)
saddle
scape
scour
scum
-season
set
shoot
shore
side
-sorts (n.)
spring
stage
street
take
-the-record (u.m.)
type
-wheel (n.)
-wheeler (n.)
-white (u.m.)
office
#boy
seeker
-seeking (u.m.)
oftentimes
ofttimes
ohm
-ammeter
meter
-mile
oil
cake
can
cloth
coat
cup
-driven (u.m.)
-fed (u.m.)
-forming (u.m.)
-harden (v.)
hole
meal
paper
proofing
seed
skinned
-soaked (u.m.)
spill
stove
-temper (v.)
tightness
old
-fashioned (u.m.)
-fogy (u.m.)
-growing (u.m.)
-looking (u.m.)
#maid
-maidish (u.m.)
#man
-new
style (printing)
timer
#woman
-young
oleo
#butter
#gear
#oil
#strut
as combining form, one word
olive
-brown (u.m.)
-clad (u.m.)
-drab (u.m.)
-growing (u.m.)
-skinned (u.m.)
wood
#wood (color)
omni (c.f.)
-ignorant
rest one word
on
-and-off (n., u.m.)
-go (n.)
going
noun, adjective, one word
once
-over (n.)
-run (u.m.)
one
-acter
-armed (u.m.)
-decker
-eyed (u.m.)
fold
-half
-handed (u.m.)
ness
-piece (u.m.)
self
-sided (u.m.)
-sidedness
signed (u.m.)
-step (dance)
-striper
time (formerly) (u.m.)
-time (one action) (u.m.)
-two-three
-way (u.m.)
onion peel
open
-air (u.m.)
-armed (u.m.)
-back (u.m.)
-backed (u.m.)
band (yarn)
cast
cut (mining)
-faced (u.m.)
handed
#house
minded
mouthed
#shop
side (u.m.)
-sided (u.m.)
worked
opera
goer
going
#house
ophthalmo (c.f.)
all one word
orange
ade
colored (u.m.)
peel
-red (u.m.)
stick
orchard#house
orderly#room
organo (c.f.)
all one word
ornitho (c.f.)
all one word
orrisroot
ortho (c.f.)
all one word
osteo (c.f.)
all one word
oto (c.f.)
all one word
out
-and-out (u.m.)
-and-outer (n.)
-loud (u.m.)
-Machiavelli, etc.
migration
-of-date (u.m.)
-of-door(s) (u.m.)
-of-State (u.m.)
-of-the-way (u.m.)
-to-out (u.m.)
as prefix, one word
outer
-city (u.m.)
#man
most
outward
-bound (u.m.)
-bounder
ovate
-acuminate (u.m.)
-oblong (u.m.)
ovato (c.f.)
-oblong
-orbicular
rest one word
oven
baked
dried
peel
over
age (surplus)
age (older) (n., u.m.)
all (all meanings)
-the-counter (u.m.)
as combining form, one word
owl-eyed (u.m.)
ox
biter
blood (color)
bow
brake
cart
cheek
eye
-eyed (u.m.)
gall
harrow
hide
horn
shoe
oxy (c.f.)
all one word
oyster
bed
root
seed
shell
-white (u.m.)

P

pace-setting (u.m.)
pachy (c.f.)
all one word
pack
builder
cloth
horse
-laden (u.m.)
sack
saddle
staff
thread
up (n., u.m.)
packing #box
pad
cloth
lock
tree
paddlefoot
page
-for-page (u.m.)
#proof (printing)
painkiller
painstaking
paint
brush
mixer
pot
stained (u.m.)
pale
belly
-blue (u.m.)
buck
-cheeked (u.m.)
face (n.)
-faced (u.m.)
-looking (u.m.)
-reddish (u.m.)
paleo (c.f.)
-Christian, etc.
rest one word
pallbearer
palm
-green (u.m.)
-shaded (u.m.)
palmi (c.f.)
all one word
pan
-American, etc.
-broil (v.)
#ice
rest one word
Pan
#American Union (official name)
hellenic
panel-lined (u.m.)
panic-stricken (u.m.)
panto (c.f.)
all one word
panty hose
paper
back (n.)
#box
cutter
hanger
shell (n., u.m.)
-shelled (u.m.)
-thin (u.m.)
weight
-white (u.m.)
papier #mache
para (c.f. or pref.)
-aminobenzoic
-analgesia
-anesthesia
#red
rest one word
parcel-plate (v.)
parchment
-covered (u.m.)
#maker
-making (u.m.)
parieto (c.f.)
-occipital
rest one word
parimutuel
part
-finished (u.m.)
#owner
-time (u.m.)
-timer (n.)
#way
parti (c.f.)
all one word
party #line
parvi (c.f.)
all one word
pass
back (n.)
key
out (n., u.m.)
port
through
word
passenger-mile
passer(s)-by
passion
-driven (u.m.)
-feeding (u.m.)
-filled (u.m.)
paste
down (n., u.m.)
pot
up (n., u.m.)
patent-in-fee
path
breaker
finder
patho (c.f.)
all one word
patri (c.f.)
all one word
pattycake
pawnbroker
pay
back (n., u.m.)
check
day
dirt
off (n., u.m.)
out (n., u.m.)
roll
sheet
-TV
pea
coat
cod
-green (u.m.)
jacket
nut
shooter
-sized (u.m.)
stick
peace
-blessed (u.m.)
breaker
-loving (u.m.)
peach
bloom
blow (color)
-colored (u.m.)
pear-shaped (u.m.)
pearl
-eyed (u.m.)
fishing
-pure (u.m.)
-set (u.m.)
-studded (u.m.)
-white (u.m.)
peat
-roofed (u.m.)
stack
pebble
-paved (u.m.)
-strewn (u.m.)
peeloff (n., u.m.)
peep
eye
hole
show
sight
pegleg
pellmell
pen
-cancel (v.)
head
knife
manship
point
pusher
rack
script
-shaped (u.m.)
stock
trough
pencil
#box
-mark (v.)
penny
-a-liner
pincher
weight
winkle
worth
pent-up (u.m.)
penta (c.f.)
-acetate
rest one word
peptalk
pepper
corn
mint
pot
-red (u.m.)
per
cent
#centum
compound (chemical)
current (botanical)
#diem
salt (chemical)
#se
sulfide
peri (pref.)
-insular
rest one word
permafrost
pest
hole
-ridden (u.m.)
petcock
peternet
petro (c.f.)
-occipital
rest one word
pharmaco (c.f.)
-oryctology
rest one word
pharyngo (c.f.)
-esophageal
-oral
rest one word
phase
meter
out (n., u.m.)
-wound (u.m.)
pheno (c.f.)
all one word
philo (c.f.)
-French, etc.
rest one word
phlebo (c.f.)
all one word
phono (c.f.)
all one word
phospho (c.f.)
all one word
photo (c.f.)
-offset
-oxidation
-oxidative
rest one word
phreno (c.f.)
all one word
phrasemark (music)
phyllo (c.f.)
all one word
phylo (c.f.)
all one word
physico (c.f.)
all one word
physio (c.f.)
all one word
phyto (c.f.)
all one word
piano
forte
graph
player
pick
aback
ax
lock
-me-up (n., u.m.)
off (n., u.m.)
over (n., u.m.)
#over (v.)
pocket
pole
shaft
up (n., u.m.)
picker-up
picket #line
pickle-cured (u.m.)
picture
#book
#writing
pie
bald
crust
-eater
-eyed
marker
pan
plant
-stuffed (u.m.)
piece
-dye (v.)
meal
mold
piezo (c.f.)
-oscillator
rest one word
pig
-back (v.)
-backed (u.m.)
-bellied (u.m.)
belly
-eyed (u.m.)
face
-faced (u.m.)
foot
-footed (u.m.)
headed
herd
out
pen
root
stick
sty
tailed
wash
pigeon
gram
hole
-toed (u.m.)
wing
piggyback
pike
-eyed (u.m.)
staff
pile
driver
-driving (u.m.)
hammer
up (n., u.m.)
woven
pill
pusher
rolling
taker
pillow
case
made
slip
pilot
#boat
#light
pin
ball
block
bone
case
cushion
-eyed (u.m.)
fall
feather
fire
fold
head
hold
hole
hook
lock
paper
point

  prick
  rail
  setter
  spot
  stripe
  -tailed (u.m.)
  up (n., u.m.)
  wheel
pinch
  back
  bar
  beck
  cock
  fist
  -hit (v.)
  -hitter
  penny
pine
  apple
  -bearing (u.m.)
  -clad (u.m.)
  -fringed (u.m.)
  -shaded (u.m.)
pink
  -blossomed (u.m.)
  eye (n.)
  -eyed (u.m.)
pipe
  -drawn (u.m.)
  dream
  fitter
  layer
  lined
  -shaped (u.m.)
  stem
  walker
  welder
pisci (c.f.)
  all one word
pistol-whipped (v.)
pistonhead
pit
  -eyed (u.m.)
  fall
  head
  -headed (u.m.)
  hole
  mark
  -marked (u.m.)
  -rotted (u.m.)
  saw
  side
pitch
  -black (u.m.)
  blende
  #box
  -colored (u.m.)
  -dark (u.m.)
  fork
  hole
  -lined (u.m.)
  -marked (u.m.)
  out (n., u.m.)
  up (n., u.m.)
place
  card
  kick
plague-infested (u.m.)
plain
  back (fabric)
  -bodied (u.m.)
  clothes (u.m.)
  -headed (u.m.)
  -looking (u.m.)
  -spoken (u.m.)
  woven (u.m.)
plane
  -mile
  -parallel (u.m.)
  table (surveying)
plani (c.f.)
  all one word
plano (c.f.)
  all one word
plantlife
plate
  -incased (u.m.)
  layer
  mark
  #proof (printing)
  -roll (v.)
  -rolled (u.m.)
platy (c.f.)
  all one word
play
  -act (v.)
  back (n., u.m.)
  bill
  broker
  day
  down (n., u.m.)
  fellow
  goer
  going
  ground
  off (n., u.m.)
  pen
  reader
  script
  suit
  thing
  wright
  #yard
pleasure
  -bent (u.m.)
  #boat
  -seeking (u.m.)
  -tired (u.m.)
  -weary (u.m.)
pleo (c.f.)
  all one word
pleuro (c.f.)
  all one word
plow
  back (n., u.m.)
  -bred (u.m.)
  hand
  horse
  pan
  point
  -shaped (u.m.)
  share
  shoe
  sole
  staff
  #tail
  wright
plug
  hole
  -in (n., u.m.)
  tray
  -ugly (n., u.m.)
plume-crowned (u.m.)
pluri (c.f.)
  all one word
pluto (c.f.)
  all one word
pneumato (c.f.)
  -hydato-genetic (u.m.)
  rest one word
pneumo (c.f.)
  all one word
pock
  mark
  -marked (u.m.)
  -pit (v.)
pocket
  book (purse)
  #book (book)
  -eyed (u.m.)
  knife
  -sized (u.m.)
  -veto (v.)
poet
  -artist
  -painter
pointblank
poison-dipped (u.m.)
pole
  arm
  -armed (u.m.)
  ax
  burn
  cat
  -dried (u.m.)
  horse
  -pile (v.)
  setter
  -shaped (u.m.)
  sitter
  -stack (v.)
  star
  timber
  trap
  -vault (v.)
politico (c.f.)
  -orthodox
  rest one word
poly (c.f.)
  all one word
poor
  -blooded (u.m.)
  farm
  -spirited (u.m.)
pop
  corn
  eye
  gun
  up (n., u.m.)
poppy
  -bordered (u.m.)
  cock
  -red (u.m.)
  seed
port
  fire
  folio
  hole
  hook
  manteau
  -mouthed (u.m.)
  side
post
  #bellum
  #boat
  card
  -Christian, etc.
  #diem
  -free (u.m.)
  haste
  #hospital (military)
  #meridiem
  #mortem (literal)
  mortem (nonliteral)
  #partum
  #school (military)
  audit, graduate, etc.
  as prefix, one word
pot
  ash
  bellied
  boil
  eye
  hanger
  head
  herb
  hole
  hook
  hunter
  latch
  lid
  luck
  pie
  pourri
  rack
  shot
  whiskey
potato#field
poultry
  #house
  #keeper
  -keeping (u.m.)
  #raiser
  -raising (u.m.)
  #yard
pound
  cake
  -foolish (u.m.)
  -foot
  worth
powder
  -blue (u.m.)
  #house
  #mill
  #room
  -scorched (u.m.)
power
  -driven (u.m.)
  -operated (u.m.)
  pack
  plant
praise
  -deserving (u.m.)
  -spoiled (u.m.)
  worthiness
pre (pref.)
  -Incan, etc.
president
  -elect
  #pro#tempore
press
  #agent
  -agentry
  feeder
  -forge (v.)
  -made (u.m.)
  mark
  pack (v.)
  plate
  #proof (printing)
preter (pref.)
  all one word
price
  #cutter
  -cutting (u.m.)
  #fixer
  -fixing (u.m.)
  list
  -support (u.m.)
prick
  -eared (u.m.)
  mark
  seam
priest
  hood
  -prince
prime
  #minister
  -ministerial (u.m.)
  -ministership
  -ministry
prince
  hood
  -priest
print
  cloth
  out
  script
printing
  -in (n., u.m.)
  -out (n., u.m.)
prison
  -free (u.m.)
  -made (u.m.)
prisoner-of-war (u.m.)
prize
  fighter
  taker
  winner
  -winning (u.m.)
pro
  -Ally, etc.
  #forma
  #rata
  #tem
  #tempore
  as prefix, one word
procto (c.f.)
  all one word
profit
  -and-loss (u.m.)
  -sharing (u.m.)
prong
  buck
  -hoe (v.)
  horn
  -horned (u.m.)
proof
  read
  sheet
prop
  jet
  wash
proso (c.f.)
  all one word
proto (c.f.)
  -Egyptian, etc.
  rest one word
proud
  -looking (u.m.)
  -minded (u.m.)
pseudo (c.f.)
  -Messiah, etc.
  -occidental
  -official
  -orientalism
  -orthorhombic
  -osteomalacia
  -owner
  rest one word
psycho (c.f.)
  -organic
  rest one word

- **ptero** (c.f.)
  - *all one word*
- **public**
  - -minded (u.m.)
  - -spirited (u.m.)
- **pug**
  - nose
  - -pile (v.)
- **pull**
  - back (n., u.m.)
  - #box
  - down (n., u.m.)
  - -in (n., u.m.)
  - off (n., u.m.)
  - -on (n., u.m.)
  - out (n., u.m.)
  - -push (u.m.)
  - through (n., u.m.)
  - up (n., u.m.)
- **puller**
  - -in
  - -out
- **punch**
  - bowl
  - card
  - -drunk (u.m.)
  - mark
  - -marked (u.m.)
  - out (n.)
- **pure**
  - blood
  - bred
  - #line (biological)
- **purple**
  - -blue (u.m.)
  - -clad (u.m.)
  - -colored (u.m.)
  - heart (wood)
- **push**
  - button
  - card
  - cart
  - off (n., u.m.)
  - -pull (u.m.)
  - up (n., u.m.)
- **pussy**
  - cat
  - foot
- **put**
  - back (n., u.m.)
  - off (n., u.m.)
  - -on (n., u.m.)
  - out (n., u.m.)
  - -put (n.)
  - -up (n., u.m.)
- **putter**
  - -forth
  - -in
  - -off
  - -on
  - -out
  - -through
  - -up
- **pyo** (c.f.)
  - *all one word*
- **pyro** (c.f.)
  - *all one word*

Q

- **Q**
  - -boat
  - -fever
- **quadri** (c.f.)
  - -invariant
  - *rest one word*
- **quarter**
  - -angled (u.m.)
  - back
  - -bloom (u.m.)
  - -bound (u.m.)
  - -breed (u.m.)
  - -cast (u.m.)
  - -cut (u.m.)
  - deck
  - -miler
  - pace
  - -phase (u.m.)
  - saw (v.)
  - staff
  - stretch
- **quartermaster**
  - #general
  - -generalship
- **quasi**
  - *all hyphened*
- queen # bee
- **quick**
  - -change (u.m., v.)
  - -drawn (u.m., v.)
  - freeze (u.m., v.)
  - lime
  - sand
  - set
  - silver
  - step
  - #time
  - -witted (u.m.)
- **quin** (c.f.)
  - *all one word*
- **quit**
  - claim
  - rent

R

- **rabbit**
  - -backed (u.m.)
  - -eared (u.m.)
  - mouth
  - -mouthed (u.m.)
- **race**
  - about (n., u.m.)
  - course
  - goer
  - horse
  - track
- radarscope
- **radio**
  - *generally two words except the following forms*
  - frequency
  - isotope
  - telegraph
  - telephone
- radiumtherapy
- **rag**
  - bolt
  - -made (u.m.)
  - sorter
  - tag
- **rail**
  - car
  - guard
  - head
  - -ridden (u.m.)
  - road
  - setter
  - splitter
  - way # maker
- **rain**
  - band
  - -beaten (u.m.)
  - bow
  - check
  - coat
  - drop
  - fall
  - -soft (u.m.)
  - spout
  - storm
  - wash
- rakeoff (n., u.m.)
- **ram**
  - jet
  - rod
  - shackle
- ranch # hand
- **range**
  - finder
  - #light
  - rider
- **rash**
  - -brain (u.m.)
  - -headed (u.m.)
  - -hearted (u.m.)
  - -minded (u.m.)
- **rat**
  - bite
  - catcher
  - hole
  - -infested (u.m.)
  - -tailed (u.m.)
  - -tight (u.m.)
  - trap
- **rate**
  - -cutting (u.m.)
  - -fixing (u.m.)
  - payer
  - -raising (u.m.)
  - setting
- **rattle**
  - brain
  - snake
  - trap
- **raw**
  - boned
  - -edged (u.m.)
  - hide
  - -looking (u.m.)
- **razor**
  - back
  - -billed (u.m.)
  - edge
  - -keen (u.m.)
  - -sharp (u.m.)
  - strop
- razzle-dazzle
- **re** (pref.)
  - -cover (cover again), -create (create again), etc.
  - -cross-examination
  - -ice
  - -ink
  - -redirect
  - *rest one word*
- reading # room
- readout (n.)
- **ready**
  - -built (u.m.)
  - -handed (u.m.)
  - made (u.m.)
  - -mix (u.m.)
  - -witted (u.m.)
- **rear**
  - guard
  - most
  - view (u.m.)
- reception # room
- recordbreaker
- **recti** (c.f.)
  - *all one word*
- **recto** (c.f.)
  - *all one word*
- **red**
  - bait (v.)
  - -billed (u.m.)
  - -blooded (u.m.)
  - bone
  - buck
  - cap (porter)
  - coat (n.)
  - eye (n.)
  - -eyed (u.m.)
  - -faced (u.m.)
  - -haired (u.m.)
  - handed
  - head (n.)
  - -hot (u.m.)
  - -legged (u.m.)
  - #line (literal)
  - #man
  - out (n., u.m.)
  - -skinned (u.m.)
  - tape (nonliteral)
  - #tape (literal)
  - -throated (u.m.)
  - -yellow (u.m.)
- **religio** (c.f.)
  - *all one word*
- repair # shop
- **representative**
  - #at # large
  - -elect
- research # worker
- **resino** (c.f.)
  - *all one word*
- **retro** (c.f.)
  - -ocular
  - -omental
  - -operative
  - -oral
  - *rest one word*
- **rheo** (c.f.)
  - *all one word*
- **rhino** (c.f.)
  - *all one word*
- **rhizo** (c.f.)
  - *all one word*
- **rhod(o)** (c.f.)
  - *all one word*
- **rhomb(o)** (c.f.)
  - *all one word*
- **rice**
  - growing
  - #water
- **rich**
  - -bound (u.m.)
  - -clad (u.m.)
  - -looking (u.m.)
- **ridge**
  - band
  - pole
  - top
- riffraff
- rifleshot
- **rig**
  - out (n., u.m.)
  - -up (n., u.m.)
- **right**
  - about
  - about-face
  - -angle (u.m., v.)
  - -angled (u.m.)
  - #field (sports)
  - -handed (u.m.)
  - -hander
  - -headed (u.m.)
  - most
  - -of-way
  - wing (political)
- **rim**
  - -deep (u.m.)
  - fire
  - lock
  - rock
- **ring**
  - -adorned (u.m.)
  - -banded (u.m.)
  - -billed (u.m.)
  - bolt
  - giver
  - head
  - -in (n., u.m.)
  - lead (v.)
  - -necked (u.m.)
  - -off (n., u.m.)
  - pin
  - -porous (u.m.)
  - -shaped (u.m.)
  - side
  - sight
  - stand
  - stick
  - -tailed (u.m.)
  - -up (n., u.m.)
- **rip**
  - cord
  - rap
  - roaring
  - sack
  - saw
  - snorter
  - tide
  - -up (n., u.m.)

river
  bank
  bed
  flow
  -formed (u.m.)
  front
  head
  scape
  side
  wash
  -worn (u.m.)
road
  bank
  bed
  block
  builder
  head
  hog
  map
  side
  -test (v.)
  -weary (u.m.)
rock
  abye
  bottom (nonlit.)
  -climbing (u.m.)
  fall (n.)
  -fallen (u.m.)
  fill
  firm
  pile
  -ribbed (u.m.)
  shaft
  slide
rod-shaped (u.m.)
roebuck
roentgeno (c.f.)
  all one word
roll
  about (n., u.m.)
  back (n., u.m.)
  call
  -fed (v.)
  film
  off (n., u.m.)
  -on (n., u.m.)
  out (n., u.m.)
  top
  up (n., u.m.)
roller
  -made (u.m.)
  -milled (u.m.)
Romano (c.f.)
  -canonical, etc.
  -Gallic, etc.
roof
  garden
  top
  tree
root
  cap
  -cutting (u.m.)
  fast
  hold
  stalk
  stock
rope
  dance
  layer
  stitch
  walk
rose
  -bright (u.m.)
  bud
  head
  -headed (u.m.)
  -scented (u.m.)
  -sweet (u.m.)
  tan
  #water
rotorship
rotten
  -dry (u.m.)
  -minded (u.m.)
rough
  -and-ready (u.m.)
  -and-tumble
    (n., u.m.)
  cast (u.m., v.)
  -coat (v.)
  -cut (u.m.)
  draw (v.)
  dress (v.)
  dry (u.m., v.)
  -face (v.)
  -faced (u.m.)
  hew
  -legged (u.m.)
  -looking (u.m.)
  neck
  rider
  setter
  shod
  -sketch (v.)
  stuff
  tailed
  #work (n.)
  work (v.)
  wrought
rougher
  -down
  -out
  -up
roughing-in (u.m.)
round
  about (n., u.m.)
  about-face
  -faced (u.m.)
  head
  -made (u.m.)
  mouthed
  nose (tool)
  out (n., u.m.)
  robin (petition)
  seam
  table (panel)
  -tailed (u.m.)
  -topped (u.m.)
  -tripper
  up (n., u.m.)
rub
  -a-dub
  down (n., u.m.)
rubber
  band
  -down
  -lined (u.m.)
  neck
  -off
  -set (u.m.)
  stamp
    (nonliteral)
    (n., u.m., v.)
  #stamp (n.)
  -stamped (u.m.)
ruby
  -hued (u.m.)
  -red (u.m.)
  -set (u.m.)
  -throated (u.m.)
rudder
  head
  hole
  post
  stock
rule#of#thumb
rum
  -crazed (u.m.)
  runner
  seller
rumpus#room
run
  about (n., u.m.)
  around
    (n., u.m.)
  away (n., u.m.)
  back (n., u.m.)
  by (n.)
  down (n., u.m.)
  -in (n., u.m.)
  off (n., u.m.)
  -on (n., u.m.)
  out (n., u.m.)
  through
    (n., u.m.)
  up (n., u.m.)
runner-up
rush-bottomed
  (u.m.)
Russo (c.f.)
  -Chinese, etc.
  rest one word
rust
  -brown (u.m.)
  -eaten (u.m.)
  proofing
  -resistant (u.m.)
  -stained (u.m.)
rye#field

S

S
  -bend
  -brake
  -iron
  -ray
  -shaped
  -trap
  -wrench
saber
  -legged (u.m.)
  tooth
  -toothed (u.m.)
sable-cloaked
  (u.m.)
Sabrejet
saccharo (c.f.)
  all one word
sack
  bearer
  cloth
  #coat
  -coated (u.m.)
  -making (u.m.)
  -shaped (u.m.)
sacro (c.f.)
  all one word
sad
  -eyed (u.m.)
  iron
  -voiced (u.m.)
saddle
  back
  -backed (u.m.)
  bag
  bow
  cloth
  -graft (v.)
  -making (u.m.)
  nose
  -nosed (u.m.)
  sore
  -stitched (u.m.)
  tree
  -wire (u.m.)
safe
  blower
  cracker
  -deposit (u.m.)
  guard
  hold
sage
  brush
  leaf
  -leaved (u.m.)
sail
  cloth
  -dotted (u.m.)
  flying
sales
  clerk
  manship
  people
  person
salmon
  -colored (u.m.)
  -red (u.m.)
salpingo (c.f.)
  -oophorectomy
  -oophoritis
  -ovariotomy
  -ovaritis
  rest one word
salt
  cellar
  -cured (u.m.)
  mouth
  pack
  pan
  peter
  pit
  pond
  shaker
  spoon
  sprinkler
  works
salver
  form
  -shaped (u.m.)
sample
  #book
  #box
  -making (u.m.)
sand
  bag
  bank
  bar
  bath
  bin
  blast
  blown
  -built (u.m.)
  -buried (u.m.)
  -cast (u.m., v.)
  culture
  fill
  flea
  glass
  heat
  hill
  -hiller
  hog
  hole
  lapper
  lot
  paper
  pile
  pipe
  pit
  -pump (u.m., v.)
  shoe
  spit
  storm
  table
  weld (v.)
  -welded (u.m.)
  -welding (u.m.)
sandy-bottomed
  (u.m.)
sangfroid
sans
  #serif
  #souci
sapphire
  -blue (u.m.)
  -colored (u.m.)
sarco (c.f.)
  all one word
sashcord
satin
  -lined (u.m.)
  -smooth (u.m.)
sauce
  dish
  pan
sauer
  braten
  kraut
save-all (n., u.m.)
saw
  back
  belly
  -billed (u.m.)
  bones (n.)
  buck
  dust
  -edged (u.m.)
  setter
  timber
  tooth
  -toothed (u.m.)
sax
  cornet
  horn
  tuba
say
  -nothing
    (n., u.m.)
  -so (n.)
scale
  bark
  down (n., u.m.)
  pan
  -reading (u.m.)
scapegoat
scapulo (c.f.)
  all one word
scar
  -clad (u.m.)
  face
  -faced (u.m.)

scare
crow
head
scarfpin
scarlet
-breasted (u.m.)
-red (u.m.)
scatter
brain
good
scene
shifter
wright
schisto (c.f.)
all one word
schizo (c.f.)
all one word
school
bag
#board
bookish
bus
children
day
-made (u.m.)
ship
teacher
-trained (u.m.)
scientifico (c.f.)
all one word
scissor
bill
-tailed (u.m.)
-winged (u.m.)
scissors
hold
-shaped (u.m.)
#smith
sclero (c.f.)
-oophoritis
-optic
rest one word
score
card
sheet
scot-free
Scoto (c.f.)
-Britannic, etc.
scouthood
scrap
basket
works
scratch
brush
-brusher
-coated (u.m.)
screen
out (n., u.m.)
play
screw
ball
bolt
cap
down (u.m.)
-driven (u.m.)
driver
head
hook
jack
-lifted (u.m.)
nut
ship
-threaded (u.m.)
-turned (u.m.)
scrollhead
scuttlebutt
scythe-shaped
(u.m.)

sea
#base
-based (u.m.)
-bathed (u.m.)
beach
-beaten (u.m.)
bed
#bird
-blue (u.m.)
#boat
-born (u.m.)
-bred (u.m.)
coast
-deep (u.m.)
dog
-driven (u.m.)
drome
-encircled (u.m.)
fare (food)
fighter
folk
food
front
goer
going
hound
lane
lift
mark
port
quake
#room
scape
#scout
scouting
shell
shine
shore
sick
side
stroke
#time (clock)
wall
wing
worn
worthiness
-wrecked (u.m.)
seam
blasting
rend (v.)
stitch
weld (v.)
-welded (u.m.)
seat
belt
-mile
second
-class (u.m.)
-degree (u.m.)
-foot
-guess (v.)
hand
(adv., u.m.)
-rate (u.m.)
secretary
#general
-generalcy
-generalship
section#man
seesaw
seed
bed
cake
case
coat
kin
stalk

seer
band
hand
sucker
seismo (c.f.)
all one word
self
dom
hood
less
ness
same
reflexive prefix,
use hyphen
sell
off (n., u.m.)
out (n., u.m.)
semi (pref.)
annual, arid,
etc.
-armor-piercing
(u.m.)
-Christian, etc.
-idleness,
-indirect, etc.
send
off (n., u.m.)
out (n., u.m.)
senso (c.f.)
all one word
septi (c.f.)
all one word
septo (c.f.)
all one word
serio (c.f.)
all one word
sero (c.f.)
all one word
serrate
-ciliate (u.m.)
-dentate (u.m.)
service
-connected (u.m.)
servo
accelerometer
amplifier
control
mechanism
motor
system
sesqui (c.f.)
all one word
set
-aside (n., u.m.)
back (n., u.m.)
bolt
down (n., u.m.)
-fair (n.)
head
-in (n., u.m.)
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
pin
screw
-stitched (u.m.)
-to (n., u.m.)
up (n., u.m.)
setter
-forth
-in
-on
-out
-to
-up
seven
-branched (u.m.)
fold
penny (nail)
score
-shooter
-up (n.)
severalfold
shade
-giving (u.m.)
-grown (u.m.)
shadow
boxing
gram
graph
#line
shag
bark
-haired (u.m.)
shake
down (n., u.m.)
out (n., u.m.)
up (n., u.m.)
shallow
-draft (u.m.)
-headed (u.m.)
shame
-crushed (u.m.)
faced
shank
bone
#mill
shapeup (n., u.m.)
share
bone
broker
cropper
out (n., u.m.)
sharp
-angled (u.m.)
-cut (u.m.)
-edged (u.m.)
-freeze (u.m., v.)
-freezer
-looking (u.m.)
-set (u.m.)
shod
shooter
-tailed (u.m.)
-witted (u.m.)
shavehook
shear
pin
waters
shedhand
sheep
biter
crook
dip
faced
fold
gate
herder
hook
kill
-kneed (u.m.)
nose (apple)
pen
shank
shear (v.)
shearer (n.)
shed
sick
stealer
walk
-white (u.m.)
sheer
off (n., u.m.)
up (n., u.m.)

sheet
block
flood
rock
ways
shell
back
burst
fire
fishery
hole
-like
shocked
shelterbelt
shield-shaped
(u.m.)
shilly-shally
shin
bone
guard
plaster
shiner-up
ship
breaker
broken
broker
builder
lap
mast
owning
-rigged (u.m.)
shape
side
wreck
shipping
#master
#room
shirt
band
waist
shoe
black
brush
horn
lace
pack
scraper
shine
string
tree
shootoff
(n., u.m.)
shop
breaker
folk
lifter
-made (u.m.)
mark
-soiled (u.m.)
talk
walker
window
shore
#bird
#boat
fast
going
side
short
-armed (u.m.)
bread
cake
change (v.)
changer
-circuited (u.m.)
coming
cut (n., u.m., v.)
fall (n.)

-fed (u.m.)
hand (writing)
-handed (u.m.)
head (whale)
horn (n., u.m.)
-horned (u.m.)
-lasting (u.m.)
leaf (u.m.)
-lived (u.m.)
rib
run (u.m.)
sighted
staff
stop
wave (radio)
shot
gun
hole
put
star
shoulder-high (u.m.)
shovel
-headed (u.m.)
-nosed (u.m.)
show
card
case
down (n., u.m.)
off (n., u.m.)
place
through (printing) (n., u.m.)
up (n., u.m.)
shredout (n., u.m.)
shroud
-laid (u.m.)
plate
shunt-wound (u.m.)
shut
away (n., u.m.)
down (n., u.m.)
eye (n., u.m.)
-in (n., u.m.)
-mouthed (u.m.)
off (n., u.m.)
out (n., u.m.)
up (u.m.)
shuttlecock
sick
bay
bed
list
side
arms
band
bone
burns
car
check
-cut (u.m.)
dress (v.)
flash
head (printing)
hill
hook
kick
lap
#light (literal)
light (nonliteral)
#line (literal)
line (nonliteral)
long
note
plate
play
saddle
show
slip
splitting
step
stitch
-stitched (u.m.)
sway
swipe
track
walk
wall
-wheeler
winder
sight
hole
read
saver
seeing
setter
sign
off (n., u.m.)
-on (n., u.m.)
post
up (n., u.m.)
silico (c.f.)
all one word
silk
-stockinged (u.m.)
works
siltpan
silver
-backed (u.m.)
beater
-bright (u.m.)
-gray (u.m.)
-haired (u.m.)
-lead (u.m.)
-leaved (u.m.)
plate (v.)
-plated (u.m.)
point (drawing)
print
tip
-tongued (u.m.)
top
simon-pure (u.m.)
simple
-headed (u.m.)
-minded (u.m.)
-rooted (u.m.)
-witted (u.m.)
simulcast
sin
-born (u.m.)
-bred (u.m.)
singsong
single
bar
-breasted (u.m.)
-decker
-edged (u.m.)
handed
hood
-loader
-minded (u.m.)
-phase (u.m.)
-seater
stick
tree
sink
head
hole
Sino (c.f.)
-Japanese, etc.
sister
-german
hood
-in-law
sit
down (n., u.m.)
-downer
fast (n., u.m.)
up (n., u.m.)
sitter
-by
-out
sitting #room
sitzmark
six
-cylinder (u.m.)
fold
penny (nail)
-ply (u.m.)
score
-shooter
-wheeler
sizeup (n., u.m.)
skid
lift (truck)
road
skin
-clad (u.m.)
deep
diver
flint
-graft (v.)
skipjack
skirtmarker
skullcap
skunk
head
top
sky
-blue (u.m.)
gazer
-high (u.m.)
jacker
lift
look (v.)
rocket
sail
scape
scraper
shine
wave
slab-sided (u.m.)
slack
-bake (v.)
-filled (u.m.)
#water
slambang
slant-eyed (u.m.)
slap
bang
dab
dash
down (n., u.m.)
happy
jack
stick
-up (n., u.m.)
slate
-blue (u.m.)
-colored (u.m.)
works
slaughter
pen
-born (u.m.)
-deserted (u.m.)
holding
pen
#worker
Slavo (c.f.)
-Hungarian, etc.
sledge
-hammered (u.m.)
meter
sleep
-filled (u.m.)
talker
walker
sleepy
-eyed (u.m.)
head
-looking (u.m.)
sleetstorm
sleeveband
sleuthhound
slide
film
knot
sling
ball
shot
slip
along (u.m.)
back
band
case
cover
knot
-on (n., u.m.)
#proof (printing)
proof
ring
sheet
shod
sole
step
stitch
stream
-up (n., u.m.)
washer
slit
-eyed (u.m.)
shell
slop
-molded (u.m.)
seller
slope
-faced (u.m.)
ways
slow
belly
down (n., u.m.)
-footed (u.m.)
going
-motion (u.m.)
mouthed
poke
#time
up (n., u.m.)
-witted (u.m.)
slug
-cast (v.)
caster
slum
dweller
gullion
gum
lord
slumber-bound (u.m.)
small
#businessman
-hipped (u.m.)
mouthed
pox
-scale (u.m.)
sword
talk
town (u.m.)
smart
-alecky (u.m.)
-looking (u.m.)
-tongued (u.m.)
smashup (n., u.m.)
smearcase
smoke
-blinded (u.m.)
bomb
chaser
-dried (u.m.)
-dry (v.)
-dyed (u.m.)
-filled (u.m.)
jack
jumper
-laden (u.m.)
pot
screen
stack
smoking #room
smooth
bore
-browed (u.m.)
-cast (u.m.)
mouthed
-tongued (u.m.)
-working (u.m.)
snackbar
snail
-paced (u.m.)
-slow (u.m.)
snail's #pace
snake
bite
-bitten (u.m.)
-eater
-eyed (u.m.)
head
hole
pit
snap
back
dragon
head
hook
-on (n., u.m.)
out (n.)
ring
roll
shooter
shot
-up (u.m.)
snapper
-back
-up
snipe
bill
-nosed (u.m.)
sniperscope
snooperscope
snow
ball
bank
berg
blind
#blindness
blink

  - block
  - -blocked (u.m.)
  - blower
  - break
  - capped
  - -choked (u.m.)
  - clad (u.m.)
  - -covered (u.m.)
  - drift
  - fall
  - flake
  - melt
  - -melting (u.m.)
  - mobile
  - pack
  - pit
  - plow
  - scape
  - shade
  - shed
  - shine
  - shoe
  - sled
  - slide
  - slip
  - storm
  - suit
  - -topped (u.m.)
  - #water
  - -white (u.m.)
- snuff-stained (u.m.)
- **so**
  - -and-so
  - beit (n., conj.)
  - -called (u.m.)
  - -seeming (u.m.)
  - -so
- **soap**
  - bubble
  - dish
  - flakes
  - rock
  - stock
  - suds
- **sober**
  - -minded (u.m.)
  - sides
- **social**
  - #work
  - #worker
- **socio** (c.f.)
  - -official
  - economic, etc.
- **sod**
  - buster
  - culture
  - #house
- **soda**
  - jerk
  - #water
- **sofa**
  - #maker
  - -making (u.m.)
  - -ridden (u.m.)
- **soft**
  - ball
  - -boiled (u.m.)
  - head
  - -pedal (v.)
  - -shelled (u.m.)
  - -soap (nonliteral) (v.)
  - -soaper (nonliteral) (n.)
  - -spoken (u.m.)
  - tack
- soldier-fashion (u.m.)
- **sole**
  - cutter
  - plate
- **somato** (c.f.)
  - *all one word*
- **some**
  - day
  - how
  - one (anyone)
  - #one (distributive)
  - place (adv.)
  - time (adv., u.m.)
  - #time (some time ago)
  - what
- son-in-law
- **song**
  - fest
  - wright
- sonobuoy
- **sooth**
  - fast
  - sayer
- **sore**
  - -eyed (u.m.)
  - foot (n.)
  - footed (u.m.)
  - head (n., u.m.)
- sorry-looking (u.m.)
- **soul**
  - -deep (u.m.)
  - -searching (u.m.)
  - sick
- **sound**
  - -absorbing (u.m.)
  - #field
  - film
  - -minded (u.m.)
  - off (n., u.m.)
  - track
- **soup**
  - bone
  - spoon
- **sour**
  - belly
  - bread
  - dough (n.)
  - faced
  - -natured (u.m.)
  - -sweet
- **south**
  - -born (u.m.)
  - -central (u.m.)
  - east
  - going
  - lander
  - paw
  - -sider
  - -southeast
  - west
- soybean
- **sow**
  - back
  - belly
- **space**
  - band
  - bar
  - -cramped (u.m.)
  - mark
  - ship
  - #time
- **spade**
  - -dug (u.m.)
  - foot
  - -footed (u.m.)
  - -shaped (u.m.)
- **span**
  - -long (u.m.)
  - -new (u.m.)
- **Spanish**
  - -Arab
  - -born (u.m.)
  - -speaking (u.m.)
- **spare**
  - -bodied (u.m.)
  - rib
  - #room
- **spark**
  - #plug (literal)
  - plug (nonliteral)
- speakeasy (n.)
- **spear**
  - cast
  - head
  - -high (u.m.)
  - -shaped (u.m.)
- **spectro** (c.f.)
  - *all one word*
- **speech**
  - -bereft (u.m.)
  - -read (v.)
- **speed**
  - boating
  - letter
  - trap
  - up (n., u.m.)
- **spell**
  - binding
  - down (n., u.m.)
  - -free (u.m.)
- **spend**
  - -all (n.)
  - thrift
- **spermato** (c.f.)
  - *all one word*
- **spermo** (c.f.)
  - *all one word*
- **spheno** (c.f.)
  - -occipital
  - *rest one word*
- **sphygmo** (c.f.)
  - *all one word*
- **spice**
  - -burnt (u.m.)
  - cake
  - -laden (u.m.)
- **spider**
  - -legged
  - -spun (u.m.)
  - #web (n.)
  - web (u.m., v.)
- **spike**
  - horn
  - -kill (v.)
  - -pitch (v.)
- **spin**
  - back
  - off
- **spindle**
  - -formed (u.m.)
  - head
  - -legged (u.m.)
  - legs
  - shanks
- **spine**
  - bone
  - -broken (u.m.)
  - -pointed (u.m.)
- **spino** (c.f.)
  - -olivary
  - *rest one word*
- **spirit**
  - -born (u.m.)
  - -broken (u.m.)
  - #writing
- **spit**
  - ball
  - fire
  - stick
- **splanchno** (c.f.)
  - *all one word*
- **splay**
  - footed
  - mouthed
- **spleen**
  - -born (u.m.)
  - sick
  - -swollen (u.m.)
- **spleno** (c.f.)
  - *all one word*
- **split**
  - finger (crustacean)
  - fruit
  - mouth
  - saw
  - -tongued (u.m.)
  - up (n., u.m.)
- spoilsport
- **spondylo** (c.f.)
  - *all one word*
- **sponge**
  - cake
  - diver
  - -diving (u.m.)
  - -shaped (u.m.)
- **spongio** (c.f.)
  - *all one word*
- spoolwinder
- **spoon**
  - -beaked (u.m.)
  - -billed (u.m.)
  - bread
  - -fed (u.m.)
  - -shaped (u.m.)
  - ways
- sporeformer
- **sporo** (c.f.)
  - *all one word*
- **spot**
  - -checked (u.m.)
  - -face (v.)
  - weld (v.)
  - welded (u.m.)
  - -welding (u.m.)
- spray-washed (u.m.)
- **spread**
  - -eagle (u.m., v.)
  - head
  - out (n., u.m.)
  - -set (v.)
- **spring**
  - back (bookbinding)
  - bok
  - -born (u.m.)
  - buck
  - -clean (v.)
  - finger
  - -grown (u.m.)
  - halt
  - head
  - -plow (v.)
  - -plowed (u.m.)
  - tide (season)
  - trap
- spritsail
- **spur**
  - -clad (u.m.)
  - -driven (u.m.)
  - gall
  - -galled (u.m.)
  - -heeled (u.m.)
- **spy**
  - glass
  - hole
  - tower
- **square**
  - -bottomed (u.m.)
  - -built (u.m.)
  - -faced (u.m.)
  - flipper
  - head
  - -headed
  - -rigged (u.m.)
  - -set (u.m.)
  - shooter
- **squeeze**
  - -in (n., u.m.)
  - out (n., u.m.)
  - up (n., u.m.)
- squirrel-headed (u.m.)
- stackup (n., u.m.)
- staff-herd (v.)
- **stag**
  - -handled (u.m.)
  - head
  - -headed (u.m.)
  - horn
  - -horned (u.m.)
  - hound
  - hunter
- **stage**
  - coach
  - hand
  - -struck (u.m.)
- **stair**
  - case
  - head
  - step
- **stake**
  - head
  - out (n.)
- stale-worn (u.m.)
- **stall**
  - -fed (u.m.)
  - -feed (v.)
- **stand**
  - by (n., u.m.)
  - down (n., u.m.)
  - fast (n., u.m.)
  - -in (n., u.m.)
  - off (n., u.m.)
  - offish
  - out (n., u.m.)
  - pat
  - pipe
  - point
  - post
  - still (n., u.m.)
  - up (n., u.m.)
- **standard**
  - bred
  - #time
- **staphylo** (c.f.)
  - *all one word*
- **star**
  - blind
  - bright
  - dust

  gazer
  -led (u.m.)
  lit
  lite (gem)
  nose (mole)
  shake
  shine
  shoot
  -spangled (u.m.)
  stroke
  -studded (u.m.)
  #time
starchworks
stark
  -blind (u.m.)
  -mad (u.m.)
  -naked (u.m.)
  -raving (u.m.)
starter-off
startup (n., u.m.)
stat (pref.)
  all one word
State
  -aided (u.m.)
  #line
  -owned (u.m.)
state
  hood
  quake
  side
station#house
stato (c.f.)
  all one word
statute
  -barred (u.m.)
  #book
stay
  -at-home (n., u.m.)
  bar
  bolt
  boom
  lace
  log
  pin
  plow
  sail
  wire
steam
  boating
  car
  -cooked (u.m.)
  -driven (u.m.)
  fitter
  pipe
  plant
  power (n.)
  #powerplant
  -pocket (v.)
  -propelled (u.m.)
  roll (v.)
  roller (u.m., v.)
  ship
  table
  tightness
steamer#line
steel
  -blue (u.m.)
  -bright (u.m.)
  -cased (u.m.)
  clad
  -framed (u.m.)
  -hard (u.m.)
  head
  plate
  works
steep
  -rising (u.m.)
  -to (u.m.)
  -up (u.m.)
  -walled (u.m.)
steeple
  chase
  -high (u.m.)
  jack
  top
stem
  head
  post
  sickness
  winder
stencil-cutting (u.m.)
steno (c.f.)
  all one word
step
  aunt
  child, etc.
  down (n., u.m.)
  -in (n., u.m.)
  ladder
  off (n., u.m.)
  -on (n., u.m.)
  -up (n., u.m.)
stepping
  -off (u.m.)
  -out (u.m.)
stereo (c.f.)
  all one word
stern
  castle
  -faced (u.m.)
  -heavy (u.m.)
  -looking (u.m.)
  most
  post
  #wheel
  -wheeler
sterno (c.f.)
  all one word
stetho (c.f.)
  all one word
stew
  pan
  pot
stick
  -at-it (n., u.m.)
  fast (n.)
  -in-the-mud (n., u.m.)
  out (n., u.m.)
  pin
  -to-it-iveness (n.)
  up (n., u.m.)
sticker
  -in
  -on
  -up
stiff
  -backed (u.m.)
  neck
  -necked (u.m.)
still
  -admired (u.m.)
  birth
  born
  -burn (v.)
  -fish (v.)
  -hunt (v.)
  -recurring (u.m.)
  stand
stink
  ball
  bomb
  damp
  pot
stir
  about (n., u.m.)
  fry
  -up (n., u.m.)
stitch
  down (n., u.m.)
  up (n., u.m.)
stock
  breeder
  broker
  feeder
  holding
  jobber
  judging
  list
  pile
  pot
  raiser
  rack
  -still (u.m.)
  taker
  truck
  wright
stoke
  hold
  hole
stomach
  -filling (u.m.)
  -shaped (u.m.)
  -sick (u.m.)
  -weary (u.m.)
stomato (c.f.)
  all one word
stone
  biter
  blind
  brash
  breaker
  broke
  brood
  cast
  -cold (u.m.)
  crusher
  cutter
  -dead (u.m.)
  -deaf (u.m.)
  -eyed (u.m.)
  hand (printing)
  head
  layer
  lifter
  mason
  #proof (printing)
  shot
  #wall (n.)
  wall (u.m., v.)
  #writing
stony
  -eyed (u.m.)
  #land
stop
  back (n.)
  block
  clock
  cock
  gap
  hound
  list
  log
  -loss (u.m.)
  off (n., u.m.)
  watch
storage#room
store
  front
  ship
storm
  -beaten (u.m.)
  cock
  flow
  -laden (u.m.)
  -swept (u.m.)
  -tossed (u.m.)
  wind
storyteller
stout
  -armed (u.m.)
  heartedness
  -minded (u.m.)
stove
  brush
  -heated (u.m.)
  pipe
stow
  away (n., u.m.)
  down (n., u.m.)
straddle
  back
  -face (v.)
  -legged (u.m.)
straight
  away
  -backed (u.m.)
  -cut (u.m.)
  edge
  -edged (u.m.)
  -faced (u.m.)
  forward
  head
  -legged (u.m.)
  #line
  -lined (u.m.)
  -out (n., u.m.)
  -spoken (u.m.)
  #time
  -up (u.m.)
  -up-and-down (u.m.)
strainslip
strait
  -chested (u.m.)
  jacket
  laced
stranglehold
strap
  -bolt (v.)
  hanger
  head
  -shaped (u.m.)
  watch
strato (c.f.)
  all one word
straw
  berry#field
  boss
  -built (u.m.)
  hat
  -roofed (u.m.)
  splitting
  stack
  -stuffed (u.m.)
  walker
  -yellow (u.m.)
stray
  away (n., u.m.)
  #line
  mark
stream
  bank
  bed
  flow
  head
  lined
  side
street
  -bred (u.m.)
  car
  cleaner
  -cleaning (u.m.)
  sweeper
  walker
strepto (c.f.)
  all one word
stretchout (n., u.m.)
strike
  breaker
  -in (n., u.m.)
  out (n., u.m.)
striker
  -in
  -out
string
  course
  halt
  #proof (density)
  ways
strip
  cropping
  tease
strong
  -arm (u.m., v.)
  back (nautical)
  -backed (u.m.)
  hold
  #man
  -minded (u.m.)
  point (n.)
stub
  runner
  -toed (u.m.)
  wing
stubble
  #field
  -mulch (u.m.)
stubbornminded
stucco-fronted (u.m.)
stuck
  up (n., u.m.)
  -upper
  -uppish (u.m.)
stud
  bolt
  horse
  mare
stupid
  head
  -headed (u.m.)
  -looking (u.m.)
sturdy-limbed (u.m.)
stylo (c.f.)
  all one word
sub (pref.)
  -Himalayan, etc.
  machinegun
  #rosa, #specie, etc.
  -subcommittee
  polar, standard, etc.
  rest one word
subject
  -object
  -objectivity

subter (pref.)
all one word
such-and-such
suck
-egg (n., u.m.)
hole
-in (n., u.m.)
sugar
cake
cane
-coat (v.)
-coated (u.m.)
-cured (u.m.)
loaf
plum
spoon
sweet
# water
works
sulfa (c.f.)
all one word
sulfo (c.f.)
all one word
sulfon (c.f.)
all one word
sullen
hearted
-natured (u.m.)
summer
-clad (u.m.)
-dried (u.m.)
-fallow (v.)
-made (u.m.)
tide
time (season)
# time (daylight saving)
sun
-baked (u.m.)
bath
-bathed (u.m.)
beam
blind
# blindness
bonnet
bow
break
burn
burst
-cured (u.m.)
dial
dog
down
dress
-dried (u.m.)
-dry (v.)
fall
fast
glade
glare
glass
glow
lamp
lit
quake
ray
rise
scald
set
shade
shine
-shot (u.m.)
shower
spot
stricken
stroke
struck
tan
# time (measure)
time (dawn)
up
sunny
-looking (u.m.)
-natured (u.m.)
super (pref.)
-Christian, etc.
# high frequency
-superlative
highway, market, etc.
Super Bowl
supra (pref.)
-abdominal
-acromial
-aerial
anal
-angular
-arytenoid
-auditory
-auricular
-axillary
-Christian, etc.
rest one word
sur (pref.)
all one word
sure
-fire (u.m.)
-footed (u.m.)
-slow
surf
-battered (u.m.)
fish
-swept (u.m.)
swallow
pipe
-tailed (u.m.)
swampside
swan
-bosomed (u.m.)
dive
herd
mark
neck
song
swansdown
swash
buckler
plate
sway
back (n., u.m.)
-backed (u.m.)
bar
-brace (v.)
swearer-in
sweatband
sweep
back (aviation) (n., u.m.)
forward (aviation) (n., u.m.)
stake
through (n., u.m.)
washer
sweet
bread
-breathed (u.m.)
brier
faced
heart
meat
mouthed
-pickle (v.)
-sour
-sweet
swell
-butted (u.m.)
head
toad
swelled-headed (u.m.)
swept
back (n., u.m.)
forward (n., u.m.)
wing (n., u.m.)
swift
foot
-footed (u.m.)
-handed (u.m.)
-running (u.m.)
swill
bowl
tub
swimsuit
swine
-backed (u.m.)
bread
head
herd
pox
sty
swing
back (n., u.m.)
bar
dingle
stock
-swang
tree
swingle
bar
tree
switch
back
blade
gear
plate
plug
rail
tender
swivel
eye
-eyed (u.m.)
-hooked (u.m.)
sword
-armed (u.m.)
bearer
bill
fishing
play
-shaped (u.m.)
stick
syn (pref.)
all one word
synchro
cyclotron
flash
mesh
tron
Syro (c.f.)
-Arabian, etc.
phenician

T

T
-bandage
-beam
-boat
-bone
-cloth
-iron
-man
-rail
-scale (score)
-shape
-shaped
-shirt
-square
table
cloth
-cut (u.m.)
cutter
-cutting (u.m.)
fellow
-formed (u.m.)
-shaped (u.m.)
spoon
talk
top
tachy (c.f.)
all one word
tag
-affixing (u.m.)
lock
rag
sore
tail
band
-cropped (u.m.)
-ender
first
foremost
gate
head
-heavy (u.m.)
hook
lamp
pin
pipe
race
spin
stock
-tied (u.m.)
twister
-up (n., u.m.)
wheel
wind
tailor
-cut (u.m.)
made (u.m.)
-suited (u.m.)
take
-all (n.)
down (n., u.m.)
-home (n., u.m.)
-in (n., u.m.)
off (n., u.m.)
out (n., u.m.)
up (n., u.m.)
taker
-down
-in
-off
-up
tale
bearer
carrier
teller
talkfest
talking-to (n.)
tall
-built (u.m.)
-looking (u.m.)
tallow
-faced (u.m.)
-pale (u.m.)
tally
board
ho
# room
tame
-grown (u.m.)
-looking (u.m.)
tan
bark
works
tangent
-cut (v.)
-saw (v.)
tangle
foot
-haired (u.m.)
tank
ship
town
tap
bolt
dance
hole
net
off (n., u.m.)
-riveted (u.m.)
root
-tap
tape
string
-tied (u.m.)
taper
bearer
-fashion (u.m.)
-headed (u.m.)
tapestry
-covered (u.m.)
# maker
-making (u.m.)
# work
tapper-out
tar
-brand (v.)
brush
-coal (u.m.)
-dipped (u.m.)
-paved (u.m.)
pot
-roofed (u.m.)
works
tariff-protected (u.m.)
tarpaulin
-covered (u.m.)
# maker
-making (u.m.)
tarso (c.f.)
all one word
tasksetter
tattletale
tauro (c.f.)
all one word

tax
-burdened (u.m.)
eater
-exempt (u.m.)
-free (u.m.)
gatherer
-laden (u.m.)
paid
payer
-supported (u.m.)
taxi
auto
bus
cab
meter
stand
tea
ball
cake
cart
-colored (u.m.)
cup
dish
kettle
pot
-scented (u.m.)
spoon
taster
teamplay
tear
bomb
-dimmed (u.m.)
down (n., u.m.)
drop
-off (n., u.m.)
-out (n., u.m.)
pit
sheet
stain
-stained (u.m.)
teen
age (u.m.)
ager
teeter-totter
tele (c.f.)
all one word
teleo (c.f.)
all one word
tell
tale
truth
telo (c.f.)
all one word
tempest-rocked (u.m.)
temporo (c.f.)
-occipital
rest one word
ten
fold
penny (nail)
pins
tender
#boat
-faced (u.m.)
foot
-footed (u.m.)
footish
-handed (u.m.)
heart
loin
-looking (u.m.)
tenement#house
tent
-dotted (u.m.)
pole
-sheltered (u.m.)
terneplate
terra
#cotta
#firma
mara
terrace-fashion (u.m.)
test-fly (v.)
tetra (c.f.)
all one word
thanksgiving
thatch-roofed (u.m.)
theater
goer
going
thenceforth
theo (c.f.)
all one word
theologico (c.f.)
all one word
there
about(s)
above
across
after
against
among
around
at
away
before
between
by
for
fore
from
in
inafter
inbefore
into
of
on
through
to
tofore
under
until
unto
upon
with
thermo (c.f.)
all one word
thick
-blooded (u.m.)
head
lips
-looking (u.m.)
pated
set (n., u.m.)
skinned
skull (n.)
skulled
-tongued (u.m.)
wit
-witted (u.m.)
-wooded (u.m.)
-woven (u.m.)
thin
-clad (u.m.)
down (n., u.m.)
set (u.m.)
-voiced (u.m.)
thio (c.f.)
all one word
third
-class (u.m.)
-degree (u.m.)
hand (adv., u.m.)
#house
-rate (u.m.)
-rater
thistledown
thoraco (c.f.)
all one word
thorn
back
bill
-covered (u.m.)
-set (u.m.)
-strewn (u.m.)
thorough
-bind (v.)
bred
-dried (u.m.)
fare
going
-made (u.m.)
paced
pin
thought
-free (u.m.)
-out (u.m.)
-provoking (u.m.)
thousand
fold
-headed (u.m.)
-legged (u.m.)
legs (worm)
thrall
born
dom
-less
thread
bare
-leaved (u.m.)
worn
three
-bagger
-cornered (u.m.)
-dimensional (u.m.)
fold
-in-hand
-master
penny (nail)
-piece (u.m.)
-ply (u.m.)
score
some
-spot
-square
-striper
throat
band
cutter
latch
strap
thrombo (c.f.)
all one word
through
out
put
throw
away (n., u.m.)
back (n., u.m.)
-in (n., u.m.)
#line
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
-weight
thrust-pound
thumb
-made (u.m.)
mark
-marked (u.m.)
nail
print
screw
stall
string
sucker
tack
worn
thunder
bearer
blast
bolt
clap
cloud
head
peal
shower
storm
struck
thymo (c.f.)
all one word
thyro (c.f.)
all one word
tibio (c.f.)
all one word
tick
seed
tacktoe
tick
tock
ticket
-selling (u.m.)
#writer
tiddlywink
tide
flat
head
mark
-marked (u.m.)
race
table
-tossed (u.m.)
waiter
-worn (u.m.)
tie
back (n.)
down (n., u.m.)
-in (n., u.m.)
-on (n., u.m.)
-out (n., u.m.)
pin
-plater
up (n., u.m.)
tierlift (truck)
tiger
eye
-striped (u.m.)
tight
-belted (u.m.)
fisted
-fitting (u.m.)
lipped
rope
-set (u.m.)
-tie (v.)
wad
wire
tile
-clad (u.m.)
-red (u.m.)
setter
works
wright
tilt
hammer
up (n.)
timber
-built (u.m.)
head
-headed (u.m.)
jack
-propped (u.m.)
wright
time
born
card
clerk
clock
-consuming (u.m.)
frame
-honored (u.m.)
keep (v.)
killer
lag
lock
outs (n., u.m.)
pleaser
saver
server
sheet
slip
slot
span
-stamp (v.)
study
table
taker
waster
worn
tin
-bearing (u.m.)
-capped (u.m.)
-clad (u.m.)
cup
#fish (torpedo)
foil
horn
kettle
-lined (u.m.)
pan
plate
-plated (u.m.)
pot
-roofed (u.m.)
type
-white (u.m.)
tinsel
-bright (u.m.)
-clad (u.m.)
-covered (u.m.)
tintblock (printing)
tip
burn
cart
-curled (u.m.)
head
-in (n., u.m.)
most
off (n., u.m.)
staff
stock
tank
-tap
toe
top
-up (u.m.)

tire
  changer
  dresser
  fitter
  -mile
  shaper
  some
tit
  bit
  #for#tat
titano (c.f.)
  all one word
tithe
  -free (u.m.)
  payer
  right
title
  -holding (u.m.)
  winner
  -winning (u.m.)
to
  -and-fro
  -do (n.)
toad
  back
  -bellied (u.m.)
  blind
  fish
  -green (u.m.)
  stool
tobacco
  #grower
  -growing (u.m.)
  #shop
toe
  cap
  -in (n., u.m.)
  -mark (v.)
  nail
  plate
  print
toil
  -beaten (u.m.)
  some
  -stained (u.m.)
  -weary (u.m.)
  worn
toilet#room
toll
  bar
  gate
  gatherer
  #line
  payer
  penny
  taker
tom
  cat
  foolery
  -tom
tommy
  gun
  rot
ton
  -hour
  -kilometer
  -mile
  -mileage
  -mile-day
tone
  -deaf (u.m.)
  down (n., u.m.)
  -producing (u.m.)
  up (n., u.m.)
tongue
  -baited (u.m.)
  -bound (u.m.)
  -free (u.m.)
  -lash (v.)
  #lashing
  play
  -shaped (u.m.)
  shot
  sore
  tack
  tied
  tip
  -twisting (u.m.)
tool
  bag
  builder
  crib
  dresser
  fitter
  -grinding (u.m.)
  head
  holding
  kit
  mark
  plate
  post
  rack
  setter
  shed
  slide
  stock
tooth
  ache
  #and#nail
  -billed (u.m.)
  brush
  drawer
  mark
  -marked (u.m.)
  paste
  pick
  plate
  powder
  puller
  -pulling (u.m.)
  -set (u.m.)
  -shaped (u.m.)
  some
  wash
top
  cap (n.)
  coat
  cutter
  -drain (v.)
  dress (v.)
  flight (u.m.)
  full
  gallant (n., u.m.)
  -graft (v.)
  hat
  -hatted (u.m.)
  heavy
  kick
  knot
  liner
  mark
  mast
  milk
  most
  notch (nonliteral)
  rail
  rope
  sail
  -secret (u.m.)
  -shaped (u.m.)
  side (naut.)
  soil
topo (c.f.)
  all one word
topsy-turvy
torch
  bearer
  #holder
  lighted
  lit
torpedo
  #boat
  #room
torquemeter
toss
  pot
  up (n., u.m.)
touch
  #and#go
  back (n., u.m.)
  down (n., u.m.)
  hole
  -me-not (n., u.m.)
  pan
  reader
  up (n., u.m.)
tough
  -headed (u.m.)
  -looking (u.m.)
  -skinned (u.m.)
tow
  away
  head
  mast
  -netter
  path
  rope
tower
  -high (u.m.)
  -shaped (u.m.)
town
  -bred (u.m.)
  -dotted (u.m.)
  folk
  gate
  going
  hall
  lot
  ship
  side
  talk
  -weary (u.m.)
towns
  fellow
  people
toy
  -sized (u.m.)
  town
tracheo (c.f.)
  all one word
trachy (c.f.)
  all one word
track
  barrow
  hound
  layer
  mark
  -mile
  side
  walker
tractor-trailer
trade
  #board
  -in (n., u.m.)
  -laden (u.m.)
  -made (u.m.)
  mark
  off
tradespeople
traffic-mile
tragico (c.f.)
  all one word
trail
  blazer
  breaker
  -marked (u.m.)
  side
  sight
  -weary (u.m.)
train
  bearer
  bolt
  crew
  -mile
  shed
  sick
  stop
tram
  -borne (u.m.)
  car
  rail
  road
trans (pref.)
  alpine
  atlantic
  -Canadian, etc.
  pacific
  uranic
  rest one word
transit#time
trap
  door
  fall
  shoot
trashrack
travel
  -bent (u.m.)
  -tired (u.m.)
  -worn (u.m.)
trawlnet
treadwheel
treasure
  -filled (u.m.)
  #house
  -laden (u.m.)
treaty
  breaker
  -sealed (u.m.)
tree
  -clad (u.m.)
  #line
  -lined (u.m.)
  nail
  -ripe (u.m.)
  scape
  top
trellis-covered (u.m.)
trench
  back
  coat
  foot
  mouth
  -plowed (u.m.)
tri (c.f.)
  -iodide
  -ply (u.m.)
  state, etc.
  rest one word
tribespeople
tribo (c.f.)
  all one word
tricho (c.f.)
  all one word
trim
  -cut (u.m.)
  -dressed (u.m.)
  -looking (u.m.)
trinitro (c.f.)
  all one word
trip
  -free (u.m.)
  hammer
  wire
triple
  -acting (u.m.)
  back (sofa)
  branched (u.m.)
  -edged (u.m.)
  fold
  -tailed (u.m.)
  tree (n.)
trolley#line
troopship
tropho (c.f.)
  all one word
tropo (c.f.)
  all one word
trouble
  -free (u.m.)
  -haunted (u.m.)
  shooter
  some
truce
  breaker
  -seeking (u.m.)
truck
  driver
  -mile
  stop
true
  -aimed (u.m.)
  -blue (u.m.)
  born
  bred
  -eyed (u.m.)
  -false
  love (n., u.m.)
  penny (n.)
  #time
trunk
  back
  nose
trust
  breaking
  buster
  -controlled (u.m.)
  -ridden (u.m.)
truth
  -filled (u.m.)
  lover
  seeker
  -seeking (u.m.)
  teller
try
  -on (n., u.m.)
  out (n., u.m.)
  square
  works
tube
  -eyed (u.m.)
  -fed (u.m.)
  form (u.m.)
  head
  -nosed (u.m.)
  works
tuberculo (c.f.)
  all one word
tubo (c.f.)
  -ovarian
  rest one word
tumbledown (n., u.m.)

tune
out (n., u.m.)
up (n., u.m.)
tunnel
-boring (u.m.)
-shaped (u.m.)
turbo (c.f.)
-ramjet (u.m.)
rest one word
turf
-built (u.m.)
-clad (u.m.)
-covered (u.m.)
turkey
back
-red (u.m.)
Turko (c.f.)
-Greek, etc.
rest one word
turn
about (n., u.m.)
about-face
again (n., u.m.)
around (n., u.m.)
back (n., u.m.)
buckle
cap
coat
cock
down (n., u.m.)
gate
-in (n., u.m.)
key
off (n., u.m.)
out (n., u.m.)
pike
pin
plate
screw
sheet
sole
spit
stile
stitch
table
-to (n.)
under (n., u.m.)
up (n., u.m.)
turned
-back (u.m.)
-down (u.m.)
-in (u.m.)
-on (u.m.)
-out (u.m.)
-over (u.m.)
turner-off
turtle
back
-footed (u.m.)
neck (u.m.)
twelve
fold
penny (nail)
score
twenty
-first
fold
-one
penny (nail)
twice
-born (u.m.)
-reviewed (u.m.)
-told (u.m.)
twin
#boat
born
-engined (u.m.)
fold
-jet (u.m.)
-motor (u.m.)
-screw (u.m.)
two
-a-day (u.m.)
-along (n.) (bookbinding)
-decker
-faced (u.m.)
fold
-handed (u.m.)
penny (nail)
-piece (u.m.)
-ply (u.m.)
score
-seater
some
-spot
-step (dance)
-striper
-suiter
-thirder
-up (n., u.m.)
-way (u.m.)
-wheeler
tympano (c.f.)
all one word
type
case
cast
cutter
face
foundry
-high (u.m.)
script
set
write (v.)
typho (c.f.)
all one word
typo (c.f.)
all one word
tyro (c.f.)
all one word

U

U
-boat
-cut
-magnet
-rail
-shaped
-tube
ultra (pref.)
-ambitious, -atomic, etc.
-English, etc.
high#frequency
-high-speed (u.m.)
#valorem, etc.
rest one word
un (pref.)
-American, etc.
called-for (u.m.)
heard-of (u.m.)
-ionized (u.m.)
self-conscious
sent-for (u.m.)
thought-of (u.m.)
rest one word
under
age (deficit)
age (younger) (n., u.m.)
#cultivation (tillage)
cultivation (insufficient)
#secretary
-secretaryship
as prefix, one word
uni (c.f.)
-univalent
rest one word
union
-made (u.m.)
#shop
unit-set (u.m.)
up
-anchor (u.m., v.)
-and-coming (u.m.)
#and#up
beat
coast
country
dip
end (v.)
grade
gradient
keep
lift
-over (u.m.)
rate
river
stairs
state
stream
swing
take
tight (n., u.m.)
#tight (v.)
-to-date (u.m.)
#to#date
town
trend
turn
wind
upper
case (printing)
#class
classman
crust (n., u.m.)
cut
most
urano (c.f.)
all one word
uretero (c.f.)
all one word
urethro (c.f.)
all one word
uro (c.f.)
all one word
used-car (u.m.)
utero (c.f.)
all one word

V

V
-connection
-curve
-engine
-neck
-shaped
-type
vacant
-eyed (u.m.)
-looking (u.m.)
-minded (u.m.)
vagino (c.f.)
all one word
valve
-grinding (u.m.)
-in-head (u.m.)
van
driver
guard
most
pool
vapor
-filled (u.m.)
-heating (u.m.)
vase-shaped (u.m.)
vaso (c.f.)
all one word
vegeto (c.f.)
all one word
vein
-mining (u.m.)
-streaked (u.m.)
vellum
-bound (u.m.)
-covered (u.m.)
velvet
-crimson (u.m.)
-draped (u.m.)
-green (u.m.)
-pile (u.m.)
venthole
ventri (c.f.)
all one word
ventro (c.f.)
all one word
vertebro (c.f.)
all one word
vesico (c.f.)
all one word
vibro (c.f.)
all one word
vice
#admiral
-admiralty
#consul
-consulate
#governor
-governorship
#minister
-ministry
-presidency
#president
-president-elect
-presidential
#rector
-rectorship
regal
-regency
#regent
royal
#versa
#warden
-wardenship
Vietcong
view
finder
point
vile-natured (u.m.)
vine
-clad (u.m.)
-covered (u.m.)
dresser
growing
stalk
vinegar
-flavored (u.m.)
-hearted (u.m.)
-making (u.m.)
-tart (u.m.)
violet
-blue (u.m.)
-colored (u.m.)
-eared (u.m.)
-rayed (u.m.)
#water
violin-shaped (u.m.)
virtue-armed (u.m.)
viscero (c.f.)
all one word
vitreo (c.f.)
all one word
vitro (c.f.)
-clarain
-di-trina
rest one word
vivi (c.f.)
all one word
volleyball
volt
ammeter
-ampere
-coulomb
meter
ohmmeter
-second
volta (c.f.)
all one word
vote
-casting (u.m.)
getter
-getting (u.m.)
vow
-bound (u.m.)
breaker
-pledged (u.m.)
vulvo (c.f.)
all one word

W

W
-engine
-shaped
-surface
-type
wage-earning (u.m.)
waist
band
belt
cloth
coat
-deep (u.m.)
-high (u.m.)
waiting
man
room
# woman
walk
around (n., u.m.)
away (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
up (n., u.m.)
walkie-talkie
wall
eyed
-like
-painting (u.m.)
paper
plate
-sided (u.m.)
walled
-in (u.m.)
-up (u.m.)
war
-disabled (u.m.)
-famed (u.m.)
fare
head
horse (nonliteral)
-made (u.m.)
path
ship
-swept (u.m.)
# time (clock)
time (duration)
ward
heeler
robe
ship
warm
blooded
-clad (u.m.)
up (n., u.m.)
warmed-over (u.m.)
warpsetter
wash
basin
basket
bowl
cloth
-colored (u.m.)
day
down (n., u.m.)
-in (n., u.m.)
off (n., u.m.)
out (n., u.m.)
pot
rag
stand
tray
trough
tub
up (n., u.m.)
washed
-out (u.m.)
-up (u.m.)
waste
basket
leaf (bookbinding)
paper
word
watch
band
case
cry
dog
-free (u.m.)
glass
tower
word
water
bag
bank
bearer
-bearing (u.m.)
-beaten (u.m.)
-bind (v.)
bloom
buck
color
-colored (u.m.)
-cool (v.)
-cooled (u.m.)
course
dog
-drinking (u.m.)
drop
fall
-filled (u.m.)
finder
flood
flow
fog
-free (u.m.)
front
gate
head
hole
horse
-inch
-laden (u.m.)
lane
leaf
-lined (u.m.)
locked
log
mark
melon
meter
plant
pot
proofing
quake
-rot (v.)
scape
shed
shoot
side
-soak (v.)
-soaked (u.m.)
-soluble (u.m.)
spout
stain
wall
works
worn
watt
-hour
meter
-second
wave
-cut (u.m.)
form
guide
-lashed (u.m.)
length
mark
meter
-moist (u.m.)
-on (n., u.m.)
off (n., u.m.)
-swept (u.m.)
-worn (u.m.)
wax
-billed (u.m.)
chandler
cloth
-coated (u.m.)
-headed (u.m.)
# stone
-yellow (u.m.)
way
back (n., u.m.)
beam
down (n., u.m.)
farer
fellow
going
laid
lay
mark
post
side
-sore (u.m.)
-up (n., u.m.)
worn
weak
-backed (u.m.)
-eyed (u.m.)
handed
-kneed (u.m.)
minded
mouthed
weather
beaten
blown
-borne (u.m.)
break
cock
glass
going
-hardened (u.m.)
house
-marked (u.m.)
most
proofing
-stain (v.)
strip
-stripped (u.m.)
worn
web
-fingered (u.m.)
foot
-footed (u.m.)
wedge
-billed (u.m.)
-shaped (u.m.)
weed
-choked (u.m.)
-hidden (u.m.)
hook
killer
week
day
end
-ender
-ending (u.m.)
long (u.m.)
-old (u.m.)
weigh
bridge
-in (n., u.m.)
lock
out (n., u.m.)
shaft
well
-being (n.)
-beloved (u.m.)
-born (u.m.)
-bound (u.m.)
-bred (u.m.)
-clad (u.m.)
-deserving (u.m.)
-doer
-doing (n., u.m.)
-drained (u.m.)
-drilling (u.m.)
field
-grown (u.m.)
head
-headed (u.m.)
hole
-informed (u.m.)
-known (u.m.)
-looking (u.m.)
-meaner
-nigh (u.m.)
-off (u.m.)
-read (u.m.)
-set-up (u.m.)
-settled (u.m.)
side
-spoken (u.m.)
spring
stead
-thought-of (u.m.)
-thought-out (u.m.)
-to-do (u.m.)
-wisher
-wishing (u.m.)
-worn (u.m.)
welterweight
werewolf
west
-central (u.m.)
-faced (u.m.)
going
most
-northwest
-sider
wet
back
-cheeked (u.m.)
-clean (v.)
-nurse (v.)
pack
wash
whale
back
-backed (u.m.)
bone
-built (u.m.)
-headed (u.m.)
-mouthed (u.m.)
ship
wharf
boat
hand
head
side
what
ever
-is-it (n.)
not (n.)
soever
-you-may-call-it (n.)
wheat
cake
-colored (u.m.)
ear
-fed (u.m.)
-rich (u.m.)
stalk
wheel
band
barrow
base
chair
-cut (u.m.)
going
horse (nonliteral)
# load
-made (u.m.)
plate
race
spin
stitch
-worn (u.m.)
wright
when
ever
-issued (u.m.)
soever
where
abouts
after
as
at
by
for
from
in
insoever
into
of
on
soever
to
under
upon
with
withal
wherever
which
ever
soever
whiffletree
whip
cord
crack
-graft (v.)
lash
-marked (u.m.)
post
saw

  -shaped (u.m.)
  socket
  staff
  stalk
  stall
  stick
  stitch
  stock
  -tailed (u.m.)
whipper
  -in
  snapper
whirl
  about (n., u.m.)
  blast
  pool
  -shaped (u.m.)
  wind
whisk
  broom
  #tail
whistlestop
white
  back
  beard (n.)
  #book (diplomatic)
  cap (n.)
  coat (n.)
  -collar (u.m.)
  comb (n.)
  corn
  -eared (u.m.)
  -eyed (u.m.)
  face
  -faced (u.m.)
  foot (n.)
  -footed (u.m.)
  handed
  -hard (u.m.)
  head
  -headed (u.m.)
  -hot (u.m.)
  #line
  minded
  out (u.m., v.)
  pot
  -tailed (u.m.)
  -throated (u.m.)
  top (n.)
  vein
  wash
who
  ever
  soever
whole
  -headed (u.m.)
  -hogger
  sale
  some
whomsoever
wicker-woven (u.m.)
wicket
  keeper
  keeping
wide
  -angle (u.m.)
  -awake (u.m.)
  -handed (u.m.)
  mouthed
  -open (u.m.)
  spread
  -spreading (u.m.)
widow
  #bird
  hood
wife
  beater
  hood
  killer
  -ridden (u.m.)
wigwag
wild
  cat (n.)
  -eyed (u.m.)
  fire
  #land
  life
  #man
  wind
will
  -less
  -o'-the-wisp
wilt-resistant (u.m.)
wind (v.)
  down (n., u.m.)
  up (n., u.m.)
wind
  bag
  ball
  blown
  brace
  breaker
  burn
  catcher
  -chapped (u.m.)
  chill
  fall
  fast
  -fertilized (u.m.)
  firm
  flow
  gall
  -galled (u.m.)
  hole
  -hungry (u.m.)
  jammer
  lass
  pipe
  -pollinated (u.m.)
  -rode (u.m.)
  row
  screen
  -shaken (u.m.)
  -shear (u.m.)
  shield
  shock
  side
  sleeve
  sock
  speed
  stop
  storm
  stream
  swept
  worn
window
  breaker
  -breaking (u.m.)
  -cleaning (u.m.)
  -dressing (u.m.)
  pane
  peeper
  -shop (v.)
  -shopping (u.m.)
  sill
  #work
wine
  bag
  -black (u.m.)
  -drinking (u.m.)
  glass
  growing
  -hardy (u.m.)
  pot
  -red (u.m.)
  seller
  taster
  tester
  vat
wing
  band
  bar
  beat
  bolt
  bone
  bow
  cut
  -footed (u.m.)
  handed
  -heavy (u.m.)
  -loading (u.m.)
  -loose (u.m.)
  nut
  -shaped (u.m.)
  -shot (u.m.)
  span
  -swift (u.m.)
  tip
  top
  walker
  wall
  -weary (u.m.)
winter
  -beaten (u.m.)
  -clad (u.m.)
  -fallow (v.)
  -fed (u.m.)
  feed
  #green (color)
  green (plant, etc.)
  -hardy (u.m.)
  kill
  -made (u.m.)
  -sown (u.m.)
  tide
  -worn (u.m.)
wire
  bar
  -caged (u.m.)
  -cut (u.m.)
  cutter
  dancer
  draw (v.)
  -edged (u.m.)
  hair (dog)
  -haired (u.m.)
  less
  #line
  photo
  puller
  spun
  stitch
  -stitched (u.m.)
  -tailed (u.m.)
  tap
  walker
  works
  -wound (u.m.)
wise
  acre
  crack
  head (n.)
  -headed (u.m.)
  -spoken (u.m.)
wishbone
witch-hunting (u.m.)
with
  draw
  hold
  in
  out
  stand
within
  -bound (u.m.)
  -named (u.m.)
woe
  begone
  worn
wolf
  -eyed (u.m.)
  #fish
  hound
  pack
woman
  folk
  hood
  kind
womenfolk
wonder
  strong
  -struck (u.m.)
wood
  bark (color)
  bin
  bined
  block
  -built (u.m.)
  -cased (u.m.)
  chipper
  chopper
  chuck
  cut
  grub
  hole
  horse
  hung (u.m.)
  -lined (u.m.)
  lot
  -paneled (u.m.)
  pile
  -planing (u.m.)
  print
  pulp
  ranger
  rock
  shed
  side
  stock
  turner
  -turning (u.m.)
  -walled (u.m.)
  wind (music)
wooden
  head (n.)
  -hulled (u.m.)
  -weary (u.m.)
wool
  fell
  gatherer
  grader
  growing
  head
  -laden (u.m.)
  -lined (u.m.)
  pack
  press
  shearer
  shed
  sorter
  stock
  washer
  wheel
  -white (u.m.)
  winder
woolly
  -coated (u.m.)
  -headed (u.m.)
  -looking (u.m.)
  -white (u.m.)
word
  -blind (u.m.)
  builder
  catcher
  -clad (u.m.)
  -deaf (u.m.)
  jobber
  list
  -perfect (u.m.)
  play
  seller
  slinger
work
  aday (n., u.m.)
  -and-turn (u.m.)
  away (n., u.m.)
  bag
  basket
  bench
  card
  day
  -driven (u.m.)
  flow
  folk
  hand
  -hardened (u.m.)
  horse
  -hour (u.m.)
  housed
  life
  manship
  out (n., u.m.)
  pan
  paper
  people
  place
  saving
  sheet
  shoe
  -shy (n., u.m.)
  -shyness
  slip
  space
  -stained (u.m.)
  stand
  stream
  table
  up (n., u.m.)
  ways
  -weary (u.m.)
  week
  worn
working
  #load
  #room
world
  beater
  -conscious (u.m.)
  #consciousness
  #line
  #power
  -self
  -weary (u.m.)
worm
  -eaten (u.m.)
  -eating (u.m.)
  hole
  -riddled (u.m.)
  -ripe (u.m.)
  seed
  shaft

worn
  down (u.m.)
  out (u.m.)
  outness
worrywart
worth
  while (u.m.)
  whileness (n.)
wrap
  around (n., u.m.)
  -up (n., u.m.)
wreath-crowned (u.m.)
wreck-free (u.m.)
wring
  bolt
  staff
wrist
  band
  bone
  drop
  fall
  lock
  pin
  plate
  watch
write
  back (n., u.m.)
  -in (n., u.m.)
  off (n., u.m.)
  up (n., u.m.)
writing # room
wrong
  doer
  -ended (u.m.)
  -minded (u.m.)
  -thinking (u.m.)
wrought-up (u.m.)
wry
  bill
  -billed (u.m.)
  -faced (u.m.)
  -looking (u.m.)
  -mouthed (u.m.)
  neck
  -set (u.m.)

X

X
  -body
  -disease
  -virus
  -shaped
x
  # ray (n.)
  -ray (u.m.)
xantho (c.f.)
  all one word
xeno (c.f.)
  all one word
xero (c.f.)
  all one word
xylo (c.f.)
  all one word

Y

Y
  -chromosome
  -joint
  -level
  -potential
  -shaped
  -track
  -tube
Yankee-Doodle
yard
  arm
  -deep (u.m.)
  -long (u.m.)
  stick
  -wide (u.m.)
yaw
  meter
  -sighted (u.m.)
year
  day
  end
  -hour (u.m.)
  long (u.m.)
  -old (u.m.)
  -round (u.m.)
yellow
  back
  -backed (u.m.)
  -bellied (u.m.)
  belly
  -billed (u.m.)
  -headed (u.m.)
  -tailed (u.m.)
  -throated (u.m.)
  top
yes
  -man
  -no
yester
  day
  year
yoke
  fellow
  mating
  -toed (u.m.)
young
  eyed (u.m.)
  -headed (u.m.)
  -ladylike
  -looking (u.m.)
  -manlike
  -old
  -womanhood
youthtide
yuletide

Z

Z
  -bar
  -chromosome
zero
  axial
  -dimensional (u.m.)
  gravity
zigzag
zinc
  -coated (u.m.)
  -white (u.m.)
zoo (c.f.)
  all one word
zoologico (c.f.)
  all one word
zygo (c.f.)
  all one word
zygomatico (c.f.)
  -orbital
  rest one word
zymo (c.f.)
  all one word

8. PUNCTUATION

8.1. Punctuation is a device used to clarify the meaning of written or printed language. Well-planned word order requires a minimum of punctuation. The trend toward less punctuation calls for skillful phrasing to avoid ambiguity and to ensure exact interpretation. The MANUAL can only offer general rules of text treatment. A rigid design or pattern of punctuation cannot be laid down, except in broad terms. The adopted style, however, must be consistent and be based on sentence structure.

8.2. The general principles governing the use of punctuation are (1) that if it does not clarify the text it should be omitted, and (2) that in the choice and placing of punctuation marks the sole aim should be to bring out more clearly the author's thought. Punctuation should aid in reading and prevent misreading.

Apostrophes and possessives

8.3. The possessive case of a singular or plural noun not ending in *s* is formed by adding an apostrophe and *s*. The possessive case of a singular or plural noun ending in *s* or with an *s* sound is formed by adding an apostrophe only. (For possessives of italicized nouns, see rule 11.6.)

man's, men's
prince's, princes'
Essex's, Essexes'
Co.'s, Cos.'
hostess', hostesses'
princess', princesses'
Jones', Joneses'
Jesus'
Mars'
Dumas'
Schmitz'

8.4. In compound nouns, the *'s* is added to the element nearest the object possessed.

comptroller general's decision
attorneys general's appointments
Mr. Brown of New York's motion
attorney at law's fee
John White, Jr.'s (no comma) account

8.5. Joint possession is indicated by placing an apostrophe on the last element of a series, while individual or alternative possession requires the use of an apostrophe on each element of a series.

soldiers and sailors' home
Brown & Nelson's store
men's, women's, and children's clothing
St. Michael's Men's Club
editor's or proofreader's opinion
Carter's or Reagan's administration
Mrs. Smith's and Mrs. Allen's children
the Army's and the Navy's work
master's and doctor's degrees

8.6. In the use of an apostrophe in geographic names, firm names, the names of organizations and institutions, and the titles of books, the authentic form is to be followed. (Note use of "St.")

Harpers Ferry; Hells Canyon
Masters, Mates & Pilots' Association
Dentists' Supply Co. of New York
International Ladies' Garment Workers' Union
Freedmen's Hospital
Court of St. James's
St. Peter's Church
St. Elizabeths Hospital
Johns Hopkins University
Hinds' Precedents
but Martha's Vineyard

8.7. Generally the apostrophe should not be used after names of countries and other organized bodies ending in *s,* or after words more descriptive than possessive (not indicating personal possession), except when plural does not end in *s.*

United States control
United Nations meeting
Southern States industries
Massachusetts laws
Bureau of Ships report
Actors Equity Association
House of Representatives session
Teamsters Union
editors handbook
syrup producers manual
technicians guide
teachers college
merchants exchange
children's hospital
Young Men's Christian Association
but Veterans' Administration (in conformity with enabling statute)
Congress' attitude

8.8. Possessive pronouns do not take an apostrophe.

its
ours
theirs

8.9. Possessive indefinite or impersonal pronouns require an apostrophe.

each other's books
one's home
someone's pen
but somebody else's proposal

8.10. The singular possessive case is used in such general terms as the following:

arm's length
attorney's fees
author's alterations
confectioner's sugar
cow's milk
distiller's grain
fuller's earth
miner's inch
printer's ink
traveler's checks
writer's cramp

8.11. In addition to illustrating possession, an apostrophe is used to indicate contractions, the omission of figures or letters (see also "Courtwork," rule 17.34), and the coined plurals of letters, figures, and symbols.

don't
I've
ne'er
it's (it is) (it has)
class of '92
spirit of '76
three R's
4-H'ers
49'ers
TV'ers
the 1920's *or* the twenties; *not* the '20's *nor* 20's
but age: in her seventies
Btu's
OK's
MC'ing
RIF'ing
RIF'd
RIF's
YMCA's
ABC's
a's; ¶'s; 7's
T's, Y's
2 by 4's (lumber)
but 10s (yarn and thread)
4½s (bonds)
3s (golf)

8.12. The apostrophe is omitted in abbreviations, and also in shortened forms of certain other words.

Danl., *not* Dan'l
Sgt., *not* Sg't
phone
coon
possum
Frisco
Halloween
copter
but ma'am

8.13. The plural of spelled-out numbers, of words referred to as words, and of words already containing an apostrophe is formed by adding *s* or *es;* but *'s* is added to indicate the plural of words used as words if the omission of the apostrophe would cause difficulty in reading.

twos, threes, sevens
ands, ifs, and buts
ins and outs
ups and downs
whereases and wherefores
yeses and noes
but do's and don'ts
which's and that's

8.14. The possessive case is often used in lieu of an objective phrase even though ownership is not involved.

1 day's labor (labor for 1 day)
2 hours' traveltime
a stone's throw
2 weeks' pay
5 or 10 billion dollars' worth
for charity's sake
for pity's sake

8.15. The possessive case is not used in such expressions as the following, in which one noun modifies another.

day labor (labor by the day)
quartermaster stores
State prison
State rights

8.16. For euphony, nouns ending in *s* or *ce* and followed by a word beginning with *s* form the possessive by adding an apostrophe only.

for goodness' sake
Mr. Hughes' service
for old times' sake
for acquaintance' sake
for conscience' sake

8.17. A possessive noun used in an adjective sense requires the addition of *'s*.

He is a friend of John's
Stern's is running a sale

8.18. A noun preceding a gerund should be in the possessive case.

in the event of Mary's leaving
the ship's hovering nearby

Brace

8.19. The brace is used to show the relation of one line or group of lines to another group of lines. The point of the brace is placed toward the fewer number of lines; or if the number of lines is the same, toward the single group. For examples of braces used in tabular matter, see rule 13.26.

Supervision of timber sales.	1-hour jobs	District 1	1½ hours' travel	Sales conducted monthly from May to July.
		District 7		
	2-hour jobs	District 6		
		District 4. .	1 hour's travel...............	
	3-hour jobs	District 2	2 hours' travel	
		District 3		
		District 5		

Brackets

Brackets, in pairs, are used—

8.20. In transcripts, congressional hearings, testimony in courtwork, etc., to enclose interpolations that are not specifically a part of the original quotation, corrections, explanations, omissions, editorial comments, or a caution that an error is reproduced literally. (For use of parentheses, see rule 8.94.)

> We found this to be true at the Government Printing Office [GPO].
> He came on the 3d [2d] of July.
> Our conference [lasted] 2 hours.
> The general [Washington] ordered him to leave.
> The paper was as follows [reads]:
> I do not know. [Continues reading:]
> [Chorus of "Mr. Chairman."]
> They fooled only themselves. [Laughter.]

Our party will always serve the people [applause] in spite of the opposition [loud applause]. (If more than one bracketed interpolation, both are included within the sentence.)
The WITNESS. He did it that way [indicating].
Q. Do you know these men [handing witness a list]?
The bill had *not* been paid. [Italic added.] *or* [Emphasis added.]
The statue [sic] was on the statute books.
The WITNESS. This matter is classified. [Deleted.]
[Deleted.]
Mr. JONES. Hold up your hands. [Show of hands.]
Answer [after examining list]. Yes; I do.
Q. [Continuing.]
A. [Reads:]
A. [Interrupting.]
[Discussion off the record.]
[Pause.]
The WITNESS [interrupting]. It is known——
Mr. JONES [continuing]. Now let us take the next item.
Mr. SMITH [presiding]. Do you mean that literally?
Mr. JONES [interposing]. Absolutely.
[The matter referred to is as follows:]
The CHAIRMAN [to Mr. Smith].
The CHAIRMAN [reading]:
Mr. KELLEY [to the chairman]. From 15 to 25 percent.
[Objected to.]
[Mr. Smith nods.]
[Mr. Smith aside.]
[Mr. Smith makes further statement off the record.]
Mr. JONES [for Mr. Smith].
A VOICE FROM AUDIENCE. Speak up.
SEVERAL VOICES. Quiet!

8.21. In bills, contracts, etc., to indicate matter that is to be omitted.

8.22. In mathematics, to denote that enclosed matter is to be treated as a unit. (For examples, see p. 156.)

8.23. When matter in brackets makes more than one paragraph, start each paragraph with a bracket and place the closing bracket at end of last paragraph.

Colon

The colon is used—

8.24. Before a final clause that extends or amplifies preceding matter. (See also rule 8.64.)

Give up conveniences; do not demand special privileges; do not stop work: these are necessary while we are at war.
Railroading is not a variety of outdoor sport: it is service.

8.25. To introduce formally any matter that forms a complete sentence, question, or quotation. (See also rule 3.43.)

The following question came up for discussion: What policy should be adopted?
He said: [If direct quotation of more than a few words follows]. (See also rule 8.36.)
There are three factors, as follows: First, military preparation; second, industrial mobilization; and third, manpower.

8.26. After a salutation.

MY DEAR SIR:
Ladies and Gentlemen:
To Whom It May Concern:

8.27. In expressing clock time.

2:40 p.m.

8.28. After introductory lines in lists, tables, and leaderwork, if subentries follow.

- Seward Peninsula:
    - Council district:
        - Northern Light Mining Co.
        - Wild Goose Trading Co.
    - Fairhaven district: Alaska Dredging Association (single subitem runs in).
- Seward Peninsula: Council district (single subitem runs in):
    - Northern Light Mining Co.
    - Wild Goose Trading Co.

8.29. In Biblical and other citations.

Luke 4:3.
I Corinthians xiii:13.
Journal of Education 3:342–358.

8.30. In bibliographic references, between place of publication and name of publisher.

Congressional Directory. Washington: U.S. Government Printing Office.

8.31. To separate book titles and subtitles.

Financial Aid for College Students: Graduate
Germany Revisited: Education in the Federal Republic

8.32. In imprints before the year (en space each side of colon).

U.S. Government Printing Office
Washington : 1984

8.33. In proportions.

Concrete mixed 5:3:1
but 5–2–1 (when so in copy)

8.34. In double colon as ratio sign.

1:2::3:6

Comma

The comma is used—

8.35. To separate two words or figures that might otherwise be misunderstood.

Instead of hundreds, thousands came.
Instead of 20, 50 came.
February 10, 1929.
In 1930, 400 men were dismissed.
To John, Smith was very kind.
What the difficulty is, is not known.
but He suggested that that committee be appointed.

8.36. Before a direct quotation of only a few words following an introductory phrase. (See also rule 8.25.)

He said, "Now or never."

8.37. To indicate the omission of a word or words.

Then we had much; now, nothing.

8.38. After each of a series of coordinate qualifying words.

short, swift streams; *but* short tributary streams

8.39. Between an introductory modifying phrase and the subject modified.

Beset by the enemy, they retreated.

8.40. Before and after *Jr., Sr., Esq., Ph.D., F.R.S. Inc.,* etc., within a sentence except where possession is indicated. (See rule 8.4.)

Henry Smith, Jr., chairman
Peter Johns, F.R.S., London
Washington, DC, schools
Motorola, Inc., factory
Alexandria, VA's waterfront
Brown, A.H., Jr. (*not* Brown, Jr., A.H.)
but John Smith 2d (*or* II); Smith, John, II
Mr. Smith, Junior, also spoke (where only last name is used)

8.41. To set off parenthetic words, phrases, or clauses.

Mr. Jefferson, who was then Secretary of State, favored the location of the National Capital at Washington.
It must be remembered, however, that the Government had no guarantee.
It is obvious, therefore, that this office cannot function.
The atom bomb, which was developed at the Manhattan project, was first used in World War II.
Their high morale might, he suggested, have caused them to put success of the team above the reputation of the college.
The restriction is laid down in title IX, chapter 8, section 15, of the code.

but:

The man who fell [restrictive clause] broke his back.
The dam that gave way [restrictive clause] was poorly constructed.
He therefore gave up the search.

8.42. To set off words or phrases in apposition or in contrast.

Mr. Green, the lawyer, spoke for the defense.
Mr. Jones, attorney for the plaintiff, signed the petition.
Mr. Smith, not Mr. Black, was elected.
James Roosevelt, Democrat, of California.

8.43. After each member within a series of three or more words, phrases, letters, or figures used with *and, or,* or *nor.*

red, white, and blue
horses, mules, and cattle; *but* horses and mules and cattle
by the bolt, by the yard, or in remnants
a, b, and c
neither snow, rain, nor heat
2 days, 3 hours, and 4 minutes (series); *but* 2 days 3 hours 4 minutes (age)

8.44. Before the conjunction in a compound sentence.

Fish, mollusks, and crustaceans were plentiful in the lakes, and turtles frequented the shores.
The boy went home alone, and his sister remained with the crowd.

8.45. After a noun or phrase in direct address.

Senator, will the measure be defeated?
Mr. Chairman, I will reply to the gentleman later.
but Yes, sir; he did see it.
No, sir; I do not recall.

8.46. After an interrogative clause, followed by a direct question.

You are sure, are you not?
You will go, will you not?

8.47. Between title of person and name of organization in the absence of the words *of* or *of the.* (See also rule 8.60.)

Chief, Division of Finance
chairman, Committee on Appropriations
colonel, 7th Cavalry
president, Yale University

8.48. Inside closing quotation mark. (See rule 8.145.)

He said "four," not "five."
"Freedom is an inherent right," he insisted.
Items marked "A," "B," and "C," inclusive, were listed.

8.49. To separate thousands, millions, etc., in numbers of four or more digits. (See also rule 8.55.)

4,230 50,491 1,250,000

8.50. After year in complete dates within sentence.

The reported dates of September 11, 1943, to June 12, 1944, were erroneous.
This was reflected in the June 13, 1959, report.
but Production for June 1950 was normal. The 10 February 1980 deadline passed.

The comma is omitted—

8.51. Between superior figures or letters in footnote references.

Numerous instances may be cited.[1] [2]
Data are based on October production.[a] [b]

8.52. Before ZIP (zone improvement plan) Code postal-delivery number.

Government Printing Office, Washington, DC 20401
Thornburg, VA 22565-0120

8.53. Between month, holiday, or season and year in dates.

June 1938; 22d of May 1938; February and March 1938; January, February, and March 1938; January 24 A.D. 1938; 15th of June A.D. 1938; 150 B.C.; Labor Day 1966; Easter Sunday 1966; 5 January 1944 (military usage); spring 1929

8.54. Between the name and number of an organization.

Columbia Typographical Union No. 101
General U.S. Grant Post No. 25

8.55. In fractions, in decimals, and in serial numbers, except patent numbers.

$^{1}/_{2500}$
1.0947
page 2632
202-275-2303 (telephone number)
1721-1727 St. Clair Avenue
Executive Order 11242
motor No. 189463
1450 kilocycles; 1100 meters (no comma unless more than four figures, radio only)

8.56. Between two nouns one of which identifies the other.

The Children's Bureau's booklet "Infant Care" is a bestseller.

8.57. Before ampersand (&). (For exception, see rule 15.29.)

Brown, Wilson & Co.
Mine, Mill & Smelter Workers

8.58. Before abbreviations of compass directions.

6430 Princeton Dr. SW.

8.59. In bibliographies, between name of publication and volume or similar number.

American Library Association Bulletin 34:238, April 1940.

8.60. Wherever possible without danger of ambiguity.

$2 gold
$2.50 U.S. currency
$3.50 Mexican
Executive Order No. 21
General Order No. 12; *but* General Orders, No. 12

Public Law 85-1
He graduates in the year 2000 (*not* 2,000)
My age is 30 years 6 months 12 days.
John Lewis 2d (*or* II)
Murphy of Illinois; Murphy of New York
Carroll of Carrollton; Henry of Navarre (places closely identified with the persons); *but* Clyde Downs, of Maryland; President Hadley, of Yale University
James Bros. et al.; *but* James Bros., Nelson Co., et al. (last element of series)

Dash

The em dash is used—

8.61. To mark a sudden break or abrupt change in thought. (See also rule 8.95.)

He said—and no one contradicted him—"The battle is lost."
If the bill should pass—which God forbid!—the service will be wrecked.
The auditor—shall we call him a knave or a fool?—approved an inaccurate statement.

8.62. To indicate an interruption or an unfinished word or sentence. A 2-em dash will be used when the interruption is by a person other than the speaker, and a 1-em dash will show self-interruption. (Note that extracts must begin with a true paragraph. Following extracts, 10 point must start as a paragraph, as example shown.)

"Such an idea can scarcely be——"
"The word 'donation'——"
"The word 'dona'——"
"He said: "Give me lib——"
"The bill reads "repeal," not "am——"

Q. Did you see——A. No, sir.
Mr. Brown [reading]:
The report goes on to say that—
Observe this closely—
during the fiscal year * * *.

8.63. Instead of commas or parentheses, if the meaning may thus be clarified.

These are shore deposits—gravel, sand, and clay—but marine sediments underlie them.

8.64. Before a final clause that summarizes a series of ideas. (See also rule 8.24.)

Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

8.65. After an introductory phrase reading into the following lines and indicating repetition of such phrase.

I recommend—
    That we accept the rules;
    That we also publish them; and
    That we submit them for review.

8.66. With a preceding question mark, in lieu of a colon.

How can you explain this?—"Fee paid, $5."

8.67. To precede a credit line or a run-in credit or signature.

Still achieving, still pursuing,
Learn to labor and to wait.
—*Longfellow.*

Every man's work shall be made manifest.—I Corinthians 3:13.
This statement is open to question.—Gerald H. Forsythe.

8.68. After a run-in sidehead. (For examples, see rule 8.110.)

8.69. To separate run-in questions and answers in testimony. (See also rule 17.7.)

Q. Did he go?—A. No.

The em dash is not used—

8.70. At the beginning of any line of type, except as shown in rule 8.67.

8.71. Immediately after a comma, colon, or semicolon.

A 3-em dash is used—

8.72. In bibliographies to indicate repetition.

POWELL, JAMES W., Jr., Hunting in Virginia's lowlands. 1972. 200 pp.
——— Fishing off Delmarva. 1972. 28 pp.

The en dash is used—

8.73. In a combination of (1) figures, (2) capital letters, or (3) figures and capital letters. (An en dash, not a hyphen, is used, even when such terms are adjectival modifiers.) (See also rules 6.21 and 6.44.)

exhibit 6–A
5–20 bonds
DC–14; *but* Convair 340
Public Law 85–1, *but* Public Laws 85–1—85–20 (note em dash between two elements with en dashes)
301–942–8367 (telephone number including area code)
section 12 (a)–(f)
I–95 (interstate)
WTOP–AM–FM–TV
4–H Club
LK–66–A(2)–74
$15–$20
CBS–TV network
AFL–CIO merger
but ACF-Brill Motors Co.
loran-C
Mig-21

8.74. In the absence of the word *to* when denoting a period of time. (See also rule 12.9c.)

1935–37 January–June Monday–Friday

The en dash is not used—

8.75. For *to* when the word *from* precedes the first of two related figures or expressions. (See also rules 12.9c and 13.123.)

From January 1 to June 30, 1951; *not* from January 1–June 30, 1951.

8.76. For *and* when the word *between* precedes the first of two related figures or expressions.

Between 1923 and 1929; *not* between 1923–29

Ellipses

8.77. Three asterisks (preferred form) or three periods, separated by en quads, are used to denote an ellipsis within a sentence, at the beginning or end of a sentence, or in two or more consecutive sentences (see also rule 8.83). To achieve faithful reproduction of excerpt material, editors using period ellipses should indicate placement of terminal period in relation to an ellipsis at the end of a sentence.

He called * * * and left. * * * When he returned the * * *.
* * * called * * * and left. * * * he returned the * * *.
He called * * * and * * *. When he returned the * * *.
He called * * * and * * * he returned the * * *. [Two or more consecutive sentences, including intervening punctuation]

8.78. Ellipses are not overrun alone at the end of a paragraph.

8.79. When both asterisks and periods for ellipsis occur in the copy and periods are not specifically requested, use asterisks throughout.

8.80. A line of asterisks (or periods) indicates an omission of one or more entire paragraphs. In 26½-pica or wider measure, a line of "stars" means seven asterisks indented 2 ems at each end of the line, with the remaining space divided evenly between the asterisks. In measures less than 26½ picas, five asterisks are used. Quotation marks are not used on line of asterisks or periods in quoted matter. Where line of asterisks ends complete quotation, no closing quote is used.

* * * * * * *

8.81. Indented matter in 26½-pica or wider measure also requires a seven-asterisk line to indicate the omission of one or more entire paragraphs.

8.82. An extra indention is added in indented matter; except where there are too many varying indentions, then all the asterisks (or periods) have the same alignment.

8.83. If an omission occurs in the last part of a paragraph immediately before a line of asterisks, three asterisks are used, in addition to the line of asterisks, to indicate such an omission.

8.84. If two or more sizes of type are used on a page, 10-point asterisks are indented 2 ems, 8-point and 6-point asterisks being aligned with the 10-point asterisks.

8.85. Equalize spacing above and below an ellipsis line.

Exclamation point

8.86. The exclamation point is used to mark surprise, incredulity, admiration, appeal, or other strong emotion, which may be expressed even in a declarative or interrogative sentence.

He acknowledged the error!
How beautiful!
"Great!" he shouted. [Note omission of comma.]
What!
Who shouted, "All aboard!" [Note omission of question mark.]

8.87. In direct address, either to a person or a personified object, *O* is used without an exclamation point, or other punctuation; but if strong feeling is expressed, an exclamation point is placed at the end of the statement.

O my friend, let us consider this subject impartially.
O Lord, save Thy people!

8.88. In exclamations without direct address or appeal, *oh* is used instead of *O,* and the exclamation point is omitted.

Oh, but the gentleman is mistaken.
Oh dear; the time is so short.

Hyphen

The hyphen (a punctuation mark, not an element in the spelling of words) is used—

8.89. To connect the elements of certain compound words. (See "Compound Words," pp. 73–80.)

8.90. To indicate continuation of a word divided at end of a line. (See Word Division, supplement to STYLE MANUAL; for brief description of supplement, see p. 2.)

8.91. Between the letters of a spelled word.

The Style Board changed the spelling a-l-i-n-e to a-l-i-g-n.
Note the adoption of g-a-u-g-e to replace g-a-g-e and the addition of e-n-s-u-r-e.

8.92. To separate elements of chemical formulas. (See rule 6.44.)

The hyphen, as an element, may be used—

8.93. To represent letters deleted or illegible words in copy.

d - - n h - ll Leroy Joseph B - - -

Parentheses (See rule 8.20 for use of brackets in colloquy.)

Parentheses are used—

8.94. To set off matter not intended to be part of the main statement or not a grammatical element of the sentence, yet important enough to be included. In colloquy, brackets must be used. (See rule 8.20.)

This case (124 U.S. 329) is not relevant.
The result (see fig. 2) is most surprising.
The United States is the principal purchaser (by value) of these exports (23 percent in 1955 and 19 percent in 1956).

8.95. To enclose a parenthetic clause where the interruption is too great to be indicated by commas. (See also rules 8.20 and 8.61.)

You can find it neither in French dictionaries (at any rate, not in Littré) nor in English.

8.96. To enclose an explanatory word not part of a written or printed statement.

the Erie (PA) News; *but* the News of Erie, PA
Portland (OR) Chamber of Commerce; *but* Washington, DC, schools.

8.97. To enclose letters or numbers designating items in a series, either at beginning of paragraphs or within a paragraph.

The order of delivery will be: (*a*) Food, (*b*) clothing, and (*c*) tents and other housing equipment.
You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) unusually light for its size.
Paragraph 7(B)(1)(*a*) will be found on page 6. (Note parentheses closed up (see rule 2.9).)

8.98. To enclose a figure inserted to confirm a written or printed statement given in words if double form is specifically requested. (See also rule 12.18.)

This contract shall be completed in sixty (60) days.

8.99. A reference in parentheses at the end of a sentence is placed before the period, unless it is a complete sentence in itself.

The specimen exhibits both phases (pl. 14, *A*, *B*).
The individual cavities show great variation. (See pl. 4.)

8.100. If a sentence contains more than one parenthetic reference, the one at the end is placed before the period.

This sandstone (see pl. 6) occurs in every county of the State (see pl. 1).

8.101. When a figure is followed by a letter in parentheses, no space is used between the figure and the opening parenthesis; but if the letter is not in parentheses and the figure is repeated with each letter, the letter is closed up with the figure.

15(*a*). Classes, grades, and sizes.
15*a*. Classes, grades, and sizes.

8.102. If both a figure and a letter in parentheses are used before each paragraph, a period and an en space are used after the closing parenthesis; if the figure is not repeated before each letter in parentheses but is used only before the first, the period is placed after the figure.

15(*a*). When the figure is used before the letter in each paragraph—
15(*b*). The period is placed after the closing parenthesis.
15. (*a*) When the figure is used before letter in first paragraph but not repeated with subsequent letters—
(*b*) The period is used after the figure only.
Sec. 12 (a) If no period is used and a letter in parentheses appears after a numbered item—
(b) Space must be used after the number if at least one other lettered subsection is shown.

8.103. Note position of period relative to closing parenthesis:

The vending stand sells a variety of items (sandwiches, beverages, cakes, etc.).
The vending stand sells a variety of items (sandwiches, beverages, cakes, etc. (sometimes ice cream)).
The vending stand sells a variety of items. (These include sandwiches, beverages, cakes, etc. (6).)

8.104. To enclose bylines in congressional work.

(By Sylvia Porter, staff writer)

8.105. When matter in parentheses makes more than one paragraph, start each paragraph with a parenthesis and place the closing parenthesis at end of last paragraph.

Period

The period is used—

8.106. After a declarative sentence that is not exclamatory or after an imperative sentence.

Stars are suns.
He was employed by Sampson & Co.
Do not be late.
On with the dance.

8.107. After an indirect question or after a question intended as a suggestion and not requiring an answer.

Tell me how he did it.
May we hear from you.
May we ask prompt payment.

8.108. In place of a parenthesis after a letter or number denoting a series.

a. Bread well baked.
b. Meat cooked rare.
c. Cubed apples stewed.

1. Punctuate freely.
2. Compound sparingly.
3. Index thoroughly.

8.109. Sometimes to indicate ellipsis. (See rule 8.77.)

8.110. After a run-in sidehead.

Conditional subjunctive.—The conditional subjunctive is required for all unreal and doubtful conditions.

2. Peacetime preparation.—*a.* The Chairman of the National Security Resources Board, etc.

2. *Peacetime preparation—Industrial mobilization plans.*—The Chairman of the National Security Resources Board, etc.

2. Peacetime preparation.—*Industrial mobilization.*—The Chairman of the National Security Resources Board, etc.

62. *Determination of types.—a. Statement of characteristics.*—Before types of equipment, etc.

Steps in planning for procurement.—(1) *Determination of needs.*—To plan for the procurement of such arms, etc.

62. *Determination of types.—(a) Statement of characteristics.*—Before, etc.

DETERMINATION OF TYPES.—Statement of characteristics.—Before types of, etc.

Note.—The source material was furnished.

but Source: U.S. Department of Commerce, Bureau of the Census.

8.111. Paragraphs and subparagraphs may be arranged according to the scheme below. The sequence is not fixed, and variations, in addition to the use of center and side heads or indented paragraphs, may be adopted, depending on the number of parts.

I. (Roman numeral)
A.
1.
a.
(1)
(*a*)
(i) (lowercase Roman numeral)
(*aa*)

8.112. To separate integers from decimals in a single expression.

3.75 percent $3.50 1.25 meters

8.113. In continental European languages, to indicate thousands.

1.317 72.190.175

8.114. After abbreviations, unless otherwise specified. (See "Abbreviations," p. 135.)

Apr.
fig.
Ph.D.
NE. (Northeast)
RR.
but m (meter)
kc (kilocycle)
NY (New York)

8.115. After legends and explanatory matter beneath illustrations. Legends without descriptive language do not receive periods.

Figure 1.—Schematic drawing.
Figure 1.—Continued.
but Figure 1 (no period)

8.116. After *Article 1, Section 1,* etc., at beginning of paragraphs. An en space is used after such terms.

A center period is sometimes used—

8.117. To indicate multiplication. (Multiplication sign preferable.)

$a \cdot b$ $(a \times b)$

The period is omitted—

8.118. After—

Lines in title pages.
Center, side, and running heads.
Continued lines.
Boxheads of tables.
Scientific, chemical, or other symbols.

This rule does not apply to abbreviation periods.

8.119. After a quotation mark that is preceded by a period. (See also rule 8.145.)

He said, "Now or never."

8.120. After letters used as names without specific designation.

Officer B; Subject A, etc.
A said to B that all is well.
Mr. A told Mr. B that the case was closed.
Mr. X (for unknown or censored name)
but Mr. A. [for Mr. Andrews]. I do not want to go.
Mr. K. [for Mr. King]. The meeting is adjourned.

8.121. After a middle initial which is merely a letter and not an abbreviation of a name.

Daniel D Tompkins
Ross T McIntire
but Harry S. Truman (his preference)

8.122. After a short name which is not an abbreviation of the longer form. (See also rule 9.23.)

Alex Ed Sam

8.123. After Roman numerals used as ordinals.

King George V Apollo XII insigne Super Bowl XVII

8.124. After words and incomplete statements listed in columns. Full-measure matter is not to be regarded as a column.

8.125. After explanatory matter set in 6 point under leaders or rules.

....	....	....
(Name)	(Address)	(Position)

8.126. Immediately before leaders, even if an abbreviation precedes the leaders.

Question mark

The question mark is used—

8.127. To indicate a direct query, even if not in the form of a question.

Did he do it?
He did what?
Can the money be raised? is the question.
Who asked, "Why?" (Note single question mark)
"Did you hurt yourself, my son?" she asked.

8.128. To express more than one query in the same sentence.

Can he do it? or you? or anyone?

8.129. To express doubt.

He said the boy was 8(?) feet tall. (No space before question mark)
The statue(?) was on the statute books.
The scientific identification *Dorothia*? was noted.

Quotation marks

Quotation marks are used—

8.130. To enclose direct quotations. (Each part of an interrupted quotation begins and ends with quotation marks.)

The answer is "No."
He said, "John said, 'No.' "
"John," said Henry, "why do you go?"

8.131. To enclose any matter following such terms as *entitled, the word, the term, marked, designated, classified, named, endorsed, cited as, referred to as,* or *signed;* but are not used to enclose expressions following the terms *known as, called, so-called,* etc., unless such expressions are misnomers or slang.

Congress passed the act entitled "An act * * *."
After the word "treaty," insert a comma.
Of what does the item "Miscellaneous debts" consist?
The column "Imports from foreign countries" was not * * *.
The document will be marked "Exhibit No. 21"; *but* The document may be made exhibit No. 2.
The check was endorsed "John Adamson."
It was signed "John."
Beryllium is known as glucinium in some European countries.
It was called profit and loss.
The so-called investigating body.

8.132. To enclose titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, hearings, motion pictures and plays (including television and radio programs), papers, short poems, reports, songs, studies, subheadings, subjects, and themes. All principal words are to be capitalized. (See also rules 3.51 and 8.136.)

An address on "Uranium-235 in the Atomic Age"
The article "Germany Revisited" appeared in the last issue.
"The Conquest of Mexico," a published work (book)
Under the caption "Long-Term Treasurys Rise"
The subject was discussed in "Courtwork." (chapter heading)
It will be found in "Part XI: Early Thought."
The editorial "Haphazard Budgeting"
"Compensation," by Emerson (essay)
"United States To Appoint Representative to U.N." (heading for headline)
In "Search for Paradise" (motion picture); "South Pacific" (play)
A paper on "Constant-Pressure Combustion" was read.
"O Captain! My Captain!" (short poem)
The report "Atomic Energy: What It Means to the Nation"; *but* annual report of the Public Printer
This was followed by the singing of "The Star-Spangled Banner."
Under the subhead "Sixty Days of Turmoil" will be found * * *.
The subject (or theme) of the conference is "Peaceful Uses of Atomic Energy."
also Account 5, "Management fees."
Under the heading "Management and Operation."
Under the appropriation "Building of ships, Navy."

8.133. The lines of a poem should range on the left, those that rhyme taking the same indention. Poems are usually centered on the longest line; overs 3 ems; 6 points of space between stanzas.

We care not whence they came,
  Dear in their lifeless clay.
Whether unknown or known to fame,
Their cause and country still the same,
  They died—and wore the gray.

8.134. At the beginning of each paragraph of a quotation, but at the end of the last paragraph only.

8.135. To enclose a letter or communication, which bears both date and signature, within a letter. (See rule 8.140.)

8.136. To enclose misnomers, slang expressions, sobriquets, coined words, or ordinary words used in an arbitrary way. (See also rule 6.26.)

His report was "bunk."
It was a "gentlemen's agreement."
The "invisible government" is responsible.
George Herman "Babe" Ruth.
but He voted for the lameduck amendment.

8.137. Quotation marks will not be borne off from adjacent characters except when they precede a fraction or an apostrophe or precede or follow a superior figure or letter, in which case a thin space will be used. A thin space will also be used to separate double and single quotation marks.

Quotation marks are not used—

8.138. To enclose titles of works of art: paintings, statuary, etc.

8.139. To enclose names of newspapers or magazines.

8.140. To enclose complete letters having date and signature.

8.141. To enclose extracts that are indented or set in smaller type, or solid extracts in leaded matter; but indented matter in text that is already quoted carries quotation marks.

8.142. In indirect quotations.

Tell her yes.
He could not say no.

8.143. Before a display initial which begins a quoted paragraph.

8.144. The comma and the final period will be placed inside the quotation marks. Other punctuation marks should be placed inside the quotation marks only if they are a part of the matter quoted. (See rule 8.48.)

Ruth said, "I think so."
"The President," he said, "will veto the bill."
The trainman shouted, "All aboard!"
Who asked, "Why?"
The President suggests that "an early occasion be sought * * *."
Why call it a "gentlemen's agreement"?

8.145. In congressional and certain other classes of work showing amendments, and in courtwork with quoted language, punctuation marks are printed after the quotation marks when not a part of the quoted matter.

Insert the words "growth", "production", and "manufacture".
To be inserted immediately after the words "cadets, U.S. Coast Guard;".
Change "February 1, 1983", to "June 30, 1983".
"Insert in lieu thereof 'July 1, 1983,'."

8.146. When occurring together, quotation marks should precede the footnote reference number.

The commissioner claimed that the award was "unjustified." [1]
His exact words were: "The facts in the case prove otherwise." [2]

8.147. Quotation marks should be limited, if possible, to three sets (double, single, double).

"The question in the report is, 'Can a person who obtains his certificate of naturalization by fraud be considered a "bona fide" citizen of the United States?' "

Semicolon

The semicolon is used—

8.148. To separate clauses containing commas. (See also rule 8.151.)

Donald A. Peters, president of the First National Bank, was also a director of New York Central; Harvey D. Jones was a director of Oregon Steel Co. and New York Central; Thomas W. Harrison, chairman of the board of McBride & Co., was also on the board of Oregon Steel Co.

Reptiles, amphibians, and predatory mammals swallow their prey whole or in large pieces, bones included; waterfowl habitually take shellfish entire; and gallinaceous birds are provided with gizzards that grind up the hardest seeds.

Yes, sir; he did see it.

No, sir; I do not recall.

8.149. To separate statements that are too closely related in meaning to be written as separate sentences, and also statements of contrast.

Yes; that is right.
No; we received one-third.
It is true in peace; it is true in war.
War is destructive; peace, constructive.

8.150. To set off explanatory abbreviations or words which summarize or explain preceding matter.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.

There were involved three metal producers; namely, Jones & Laughlin, Armco, and Kennecott.

The semicolon is not used—

8.151. Where a comma will suffice.

Regional offices are located in New York, NY, Chicago, IL, and Dallas, TX.

Single punctuation

8.152. Single punctuation is used wherever possible without ambiguity.

124 U.S. 321 (no comma)
Sir: (no dash)
Joseph replied, "It is a worthwhile effort." (no outside period)

Type

8.153. All punctuation marks, including parentheses, brackets, and superior reference figures, are set to match the type of the words which they adjoin. A lightface dash is used after a run-in boldface sidehead followed by lightface matter. Lightface brackets, parentheses, or quotation marks shall be used when both boldface and lightface matter are enclosed.

Charts: C&GS 5101 (N.O. 18320), page 282 (**see above**); N.O. 93491 (**Plan**); page 271.

9. ABBREVIATIONS

(See also Numerals; Symbols)

9.1. Abbreviations are used to save space and to avoid distracting the mind of the reader by a needless spelling out of repetitious words or phrases.

9.2. The nature of the publication governs the extent to which abbreviations are used. In text of technical and legal publications, and in parentheses, brackets, footnotes, sidenotes, tables, leaderwork, and bibliographies, many words are frequently abbreviated. Cut-in sideheads, legends, tables of contents, and indexes follow the style of the text.

9.3. Internal and terminal punctuation in units of measure are to be omitted to conform with practice adopted by scientific, technical, and industrial groups, nationally and internationally. Where omission of terminal punctuation causes confusion; e.g., the symbol *in* (inch) mistaken for the preposition *in,* the abbreviation should be spelled out.

9.4. Standard and easily understood forms are preferable, and they should be uniform throughout a job. Abbreviations not generally known should be followed in the text by the spelled-out forms in parentheses the first time they occur; in tables and leaderwork such explanatory matter should be supplied in a footnote. As the printer cannot rewrite the copy, the author should supply these explanatory forms.

9.5. In technical matter, abbreviations for units of measure should be used only with figures; similarly, many other abbreviations should not appear in isolation; for example, energy is measured in foot-pounds, *not* energy is measured in ft•lb.

Abbreviations

Capitals, hyphens, periods, and spacing

9.6. In general, an abbreviation follows the capitalization and hyphening of the word or words abbreviated. It is followed by a period unless otherwise indicated.

c.o.d. St. *but* ft•lb

9.7. Abbreviations and initials of a personal name with points are set without spaces. However, abbreviations composed of contractions and initials or numbers, will retain space.

U.S.
U.S.S.R.
U.N.
U.S.C. (*but* Rev. Stat.)
B.S., LL.D., Ph.D., B.Sc.
H.R. 116 (*but* S. 116, S. Con. Res. 116)
C.A.D.C. (*but* App. D.C.)
A.B. Secrest, D.D.S.

A.F. of L.-CIO (*or* AFL–CIO preferred)
AT&T
Texas A&M
R&D
A.D., B.C.
e.s.t.
i.e., e.g. (*but* op. cit.)
J.F.K.
L.B.J.

9.8. Except as otherwise designated, points and spaces are omitted after initials used as shortened names of governmental agencies and of other organized bodies. "Other organized bodies" shall be interpreted to mean organized bodies that have become popularly identified with a symbol, such as MIT (Massachusetts Institute of Technology), GM (General Motors), GMAC (General Motors Acceptance Corp.), etc. (See rule 9.61.) Symbols, when they appear in copy, may be used for acts of Congress. Example: ARA (Area Redevelopment Act).

MIT
NLRB
TVA
AFL-CIO
ARC
ASTM

Geographic terms

9.9. *U.S.* (for United States) will be used when preceding the word *Government* or the name of a Government organization, except in formal writing (treaties, Executive orders, proclamations, etc.); congressional bills; legal citations and courtwork; covers and title pages unless abbreviation is requested); and in association with name or names of other countries.

U.S. Government
U.S. Congress
U.S. Department of Health and Human Resources
U.S. district court
U.S. Supreme Court (*but* Supreme Court of the United States)
U.S. Army (*but* Army of the United States)
U.S. monitor *Nantucket*
U.S.-NATO assistance
U.S.-U.S.S.R. meeting
U.S. Government efforts to control inflation must be successful if the United States is to have a stable economy.
but British, French, and United States Governments; United States-British talks

9.10. With the exceptions in the above rule, the abbreviation *U.S.* is used in the adjective position, but is spelled out when used as a noun.

U.S. foreign policy
U.S. farm-support program
U.S. attorney
U.S. citizen
but Foreign policy of the United States
United States Code (official title)
United States Steel Corp. (legal title)

9.11. The names of foreign countries, except U.S.S.R. (to avoid too long a name), are not abbreviated.

9.12. In other than formal usage, all States of the United States, the Canal Zone, Puerto Rico, and the Virgin Islands are abbreviated immediately following any capitalized geographic term (see p. 47), including armory, arsenal, airbase, airport, barracks, depot, fort, Indian agency, military camp, national cemetery (also forest, historic site, memorial, seashore, monument, park), naval shipyard, proving ground, reservation (forest, Indian, or military), and reserve or station (military or naval).

Prince George County, VA
Mount Rainier National Forest, WA
Stone Mountain, GA
National Naval Medical Center, Bethesda, MD
Mark Twain National Wildlife Refuge, IL-IA-MO (note use of hyphens here)
Richmond, VA
Arlington National Cemetery, VA
Aberdeen Proving Ground, MD
Friendship Airport, MD
Redstone Arsenal, AL
but Leavenworth freight yards, Kansas
Altoona sidetrack, Wisconsin

9.13. The Postal Service style of two-letter State and Province abbreviations is to be used.

UNITED STATES

AL	Alabama	MD	Maryland	PA	Pennsylvania
AK	Alaska	MA	Massachusetts	RI	Rhode Island
AZ	Arizona	MI	Michigan	SC	South Carolina
AR	Arkansas	MN	Minnesota	SD	South Dakota
CA	California	MS	Mississippi	TN	Tennessee
CO	Colorado	MO	Missouri	TX	Texas
CT	Connecticut	MT	Montana	UT	Utah
DE	Delaware	NE	Nebraska	VT	Vermont
FL	Florida	NV	Nevada	VA	Virginia
GA	Georgia	NH	New Hampshire	WA	Washington
HI	Hawaii	NJ	New Jersey	WV	West Virginia
ID	Idaho	NM	New Mexico	WI	Wisconsin
IL	Illinois	NY	New York	WY	Wyoming
IN	Indiana	NC	North Carolina	CZ	Canal Zone
IA	Iowa	ND	North Dakota	DC	District of Columbia
KS	Kansas	OH	Ohio		
KY	Kentucky	OK	Oklahoma	GU	Guam
LA	Louisiana	OR	Oregon	PR	Puerto Rico
ME	Maine			VI	Virgin Islands

CANADA

AB	Alberta	NF	Newfoundland	PE	Prince Edward Island
BC	British Columbia	NT	Northwest Territories		
LB	Labrador			PQ	Quebec
MB	Manitoba	NS	Nova Scotia	SK	Saskatchewan
NB	New Brunswick	ON	Ontario	UT	Yukon Territory

9.14. The names of other insular possessions, trust territories, and *Long Island, Staten Island,* etc., are not abbreviated.

9.15. The names of Canadian Provinces and other foreign political subdivisions are not abbreviated except as noted in rule 9.13.

Addresses. (For use of numerals in addresses, see rule 12.13.)

9.16. The words *street, avenue, place, road, square, boulevard, terrace, drive, court,* and *building,* following name or number, are abbreviated in footnotes, sidenotes, tables, leaderwork, and lists.

9.17. In addresses, a single period is used with the abbreviations *NW., SW., NE., SE.* (indicating sectional divisions of cities) following name or number. *North, South, East,* and *West* are spelled out at all times.

9.18. The word *Street* or *Avenue* as part of a name is not abbreviated even in parentheses, footnotes, sidenotes, tables, and leaderwork.

14th Street Bridge
Ninth Avenue Bldg.

9.19. The words *county, fort, mount, point,* and *port* are not abbreviated. *Saint* (*St.*) and *Sainte* (*Ste.*) should be abbreviated.

Descriptions of tracts of land

9.20. If fractions are spelled out in land descriptions, *half* and *quarter* are used (not *one-half* nor *one-quarter*).

south half of T. 47 N., R. 64 E.

9.21. In the description of tracts of public land the following abbreviations are used (periods are omitted after abbreviated compass directions that immediately precede and close up on figures):

SE¼NW¼ sec. 4, T. 12 S., R. 15 E., of the Boise Meridian
lot 6, NE¼ sec. 4, T. 6 N., R. 1 W.
N½ sec. 20, T. 7 N., R. 2 W., sixth principal meridian
Tps. 9, 10, 11, and 12 S., Rs. 12 and 13 W.
T. 2 S., Rs. 8, 9, and 10 E., sec. 26
T. 3 S., R. 1 E., sec. 34, W½E½, W½, and W½SE¼SE¼
sec. 32 (with or without a township number)

9.22. In case of an unavoidable break in a land-description symbol group at end of a line, use no hyphen and break after fraction.

Names and titles

9.23. The following forms are not always abbreviations, and copy should be followed as to periods:

Al
Alex
Ben
Ed
Fred
Sam
Will

9.24. In signatures the exact form used by the signer must be retained.

George Wythe
Geo. Taylor

9.25. In company and other formal names, if it is not necessary to preserve the full legal title, the forms *Bro., Bros., Co., Corp., Inc., Ltd.,* and *&* are used. *Association* and *Manufacturing* are not abbreviated.

Radio Corp. of America
Aluminum Co. of America
Standard Oil Co. of New Jersey
Ronald G. Brown & Bro.
Jones Bros. & Co.
American Telephone & Telegraph Co.
Norbert J. Schackmar Investment Corp.
Vic Sport Shop, Inc.
Maryland Steamship Co., Ltd.
Chesapeake & Delaware Canal
Fairmount Building & Loan Association
Electronics Manufacturing Co.
Texas College of Arts & Industries
National Barrel & Drum Association
Robert Wilson & Associates, Inc.
U.S. News & World Report
Baltimore & Ohio Railroad
Mine, Mill & Smelter Workers
but Little Theater Company
Senate Banking, Housing, and Urban Affairs Committee
Federal Savings and Loan Insurance Corporation (Federal unit)

9.26. *Company* and *Corporation* are not abbreviated in names of Federal Government units.

Panama Railroad Company
Commodity Credit Corporation

9.27. In parentheses, footnotes, sidenotes, tables, and leaderwork, abbreviate the words *railroad* and *railway (RR.* and *Ry.),* except in such names as "Washington Railway & Electric Co." and "Florida Railroad & Navigation Corp." *SS* for *steamship, MS* for *motorship,* etc., preceding name are used at all times. (See rule 11.6.)

9.28. In the names of informal companionships the word *and* is spelled out.

Gilbert and Sullivan
Currier and Ives

9.29. In other than formal usage, a civil, military, or naval title preceding a name is abbreviated if followed by Christian or given name or initial; but *Mr., Mrs., Miss, Ms., M., MM., Messrs., Mlle.,* *Mme.,* and *Dr.* are abbreviated with or without Christian or given name or initial.

Adj.
Adj. Gen.
Adm. (admiral)
A1c. (airman, first class)
Asst. Surg.
Brig. Gen.
Bvt. (brevet)
Capt.
Col.
Comdr.
Cpl.
CWO (chief warrant officer)
En1c. (engineman, first class)
Ens.
1st Lt.
1st Sgt.
Gen.
Gov.
Hosp. Corpsman 3c.
Hosp. Sgt.
Hosp. Steward
Insp. Gen.
Judge Adv. Gen.
Lt.
Lt. Col.
Lt. Comdr.
Lt. Gen.
Lt. Gov.
Lt. (jg.)
Maj.
Maj. Gen.
M. Sgt.
Orderly Sgt.
Ord. Sgt. (ordnance sergeant)
Passed Asst. Surg.
Pfc. (private first class)
PO (petty officer)
Prof.
Pvt.
Q.M. Gen.
Q.M. Sgt.
Rdm3c. (radarman, third class)
Rear Adm.
S1c. (seaman, first class)
2d Lt.
Sfc. (sergeant, first class)
Sgt.
Sgt. Maj.
Sp3c. (specialist, third class)
S. Sgt.
Supt.
Surg.
Surg. Gen.
T2g. (technician, second grade)
T. Sgt.
Vice Adm.
WO (warrant officer)
WO (jg.)

If requested, the following military abbreviations will be used:

ADM, admiral
BG, brigadier general
CDR, commander
COL, colonel
CPL, corporal
CAPT, captain
CPT, captain
CWO4, chief warrant officer (W-4)
ENS, ensign
LCDR, lieutenant commander
LT, lieutenant
LTC, lieutenant commander
LTG, lieutenant general
LTJG, lieutenant junior grade
2LT, second lieutenant
MAJ, major
PFC, private first class
PVT, private
RADM, radarman
SFC, sergeant first class
S4, specialist four
SGT, sergeant
VADM, vice admiral
WO1, warrant officer

9.30. Spell *Senator, Representative, commodore,* and *commandant.*

9.31. Unless preceded by *the,* abbreviate *honorable, reverend,* and *monsignor* when followed by the first name, initials, or title.

Hon. Elihu Root; the Honorable Elihu Root; the Honorable Mr. Root
the Honorables William H. Rehnquist, Lewis F. Powell, Jr., and Harry A. Blackmum
Rev. Martin Luther King, Jr.; the Reverend Dr. King; Rev. Dr. King; Reverend King (*not* Rev. King, *nor* the Reverend King)
Rt. Rev. James E. Freeman; the Right Reverend James E. Freeman; Very Rev. Henry Boyd; the Very Reverend Henry Boyd
Rt. Rev. Msgr. John Bird; the Right Reverend Monsignor John Bird

9.32. The following and similar forms are used after a name:

Esq., Jr., Sr.
2d, 3d (*or* II, III) (not preceded by comma)
Degrees: LL.D., M.A., Ph.D., etc.
Fellowships, orders, etc.: F.R.S., K.C.B., C.P.A., etc.

9.33. The abbreviation *Esq.* and other titles such as *Mr., Mrs.,* and *Dr.,* should not appear with any other title or with abbreviations indicating scholastic degrees.

John L. Smith, Esq., *not* Mr. John L. Smith, Esq., *nor* John L. Smith, Esq., A.M.; *but* James A. Jones, Jr., Esq.
Ford Maddox, A.B., Ph.D., *not* Mr. Ford Maddox, A.B., Ph.D.
George Gray, M.D., *not* Mr. George Gray, M.D., *nor* Dr. George Gray, M.D.
Dwight A. Bellinger, D.V.M.

9.34. *Sr.* and *Jr.* should not be used without Christian or given name or initials, but may be used in combination with any title. (See also rule 8.40.)

A.K. Jones, Jr., or Mr. Jones, Junior, *not* Jones, Jr., *nor* Jones, Junior.
President J.B. Nelson, Jr.

9.35. When name is followed by abbreviations designating religious and fraternal orders and scholastic and honorary degrees, their sequence is as follows: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

Henry L. Brown, D.D., A.M., D.Lit.
T.E. Holt, C.S.C., S.T.Lr., LL.D., Ph.D.
Samuel J. Deckelbaum, P.M.

9.36. Academic degrees standing alone may be abbreviated.

John was graduated with a B.A. degree; *but* bachelor of arts degree (lowercase if spelled out).
He earned his Ph.D. by hard work.

9.37. In addresses, signatures, and lists of names, including leaderwork but not in tables nor in centerheads, *Mr., Mrs.,* and other titles preceding a name, and *Esq., Jr., Sr., 2d,* and *3d* following a name, are set in roman caps and lowercase if the name is in caps and small caps. If the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase. (See also rule 16.3.)

Parts of publications

9.38. For parts of publications mentioned in parentheses, brackets, footnotes, sidenotes, list of references, synonymies, tables, and leaderwork, and followed by figures, letters, or Roman numerals, the following abbreviations are used:

app., apps. (appendix, appendixes)
art., arts. (article, articles)
bull., bulls. (bulletin, bulletins)
ch., chs. (chapter, chapters)
col., cols. (column, columns)
ed., eds. (edition, editions)
fig., figs. (figure, figures)
No., Nos. (number, numbers)
p., pp. (page, pages)
par., pars. (paragraph, paragraphs)
pl., pls. (plate, plates)
pt. pts., (part, parts)
sec., secs. (section, sections)
subch., subchs. (subchapter, subchapters)
subpar., subpars. (subparagraph, subparagraphs)
subpt., subpts. (subpart, subparts)
subsec., subsecs. (subsection, subsections)
supp., supps. (supplement, supplements)
vol., vols. (volume, volumes)

9.39. The word *article* and the word *section* are abbreviated when appearing at the beginning of a paragraph and set in caps and small caps followed by a period and an en space, except that the first of a series is spelled out.

Art. 2; Sec. 2; etc.; *but* Article 1; Section 1
Art. II; Sec. II; etc.; *but* Article I; Section I

9.40. At the beginning of a legend, the word *figure* preceding the legend number is not abbreviated.

Figure 4.—Landscape.

Terms relating to Congress

9.41. The words *Congress* and *session,* when accompanied by a numerical reference, are abbreviated in parentheses, brackets, and text footnotes. In sidenotes, lists of references, synonymies, tables, leaderwork, and footnotes to tables and leaderwork, the following abbreviations are used:

92d Cong., 1st sess.
1st sess., 92d Cong.
Public Law 84, 92d Cong.
Private Law 68, 92d Cong.

9.42. In references to bills, resolutions, documents and reports in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, the following abbreviations are used:

H.R. 416 (House bill)
S. 116 (Senate bill)
The above two examples may be used in either abbreviated or spelled-out form in text.
H. Res. 5 (House resolution)
H. Con. Res. 10 (House concurrent resolution)
H.J. Res. 21 (House joint resolution)
S. Res. 50 (Senate resolution)
S. Con. Res. 17 (Senate concurrent resolution)
S.J. Res. 45 (Senate joint resolution)
H. Conf. Rept. 10 (House conference report)
H. Doc. 35 (House document)
S. Doc. 62 (Senate document)
H. Rept. 214 (House report)
S. Rept. 410 (Senate report)
Ex. Doc. B (Executive document)
Ex. F (92d Cong., 2d sess.)
Ex. Rept. 9 (92d Cong., 1st sess.)
Misc. Doc. 16 (miscellaneous document)
Public Res. 47

9.43. References to statutes in parentheses, footnotes, sidenotes, tables, leaderwork, and congressional work are abbreviated as follows (for references in courtwork, see rule 17.12):

Rev. Stat. (Revised Statutes); 43 Rev. Stat. 801; 18 U.S.C. 38
Supp. Rev. Stat. (Supplement to the Revised Statutes)
Stat. L. (Statutes at Large)
but Public Law 85–1

Calendar divisions

9.44. Names of months followed by the day, or day and year, are abbreviated in footnotes, tables, leaderwork, and sidenotes, and in bibliographies. (See examples, rule 9.45.) *May, June,* and *July* are always spelled out. In narrow columns in tables, however, the names of months may be abbreviated even if standing alone. Preferred forms follow:

Jan.
Feb.
Mar.
Apr.
Aug.
Sept.
Oct.
Nov.
Dec.

9.45. In text only, dates as part of a citation or reference within parentheses or brackets are also abbreviated.

(Op. Atty. Gen., Dec. 4, 1985)
(Congressional Record, Sept. 25, 1981)
[From the New York Times, Mar. 4, 1978]
[From the Mar. 4 issue]
On Jan. 25 (we had commenced on Dec. 26, 1977) the work was finished. (In footnotes, tables, leaderwork, and sidenotes)
On January 25, a decision was reached (Op. Atty. Gen., Dec. 4, 1975). (Text, but with citation in parentheses)
but On January 25 (we had commenced on December 26, 1967) the work was finished. (Not a citation or reference in text)

9.46. Weekdays are not abbreviated, but the following forms are used, if necessary, in lists or in narrow columns in tables:

Sun.
Mon.
Tues.
Wed.
Thurs.
Fri.
Sat.

9.47. The following forms are to be used when abbreviating names of time zones:

A.s.t, Atlantic standard time
A.t., Atlantic time
c.s.t., central standard time
c.t., central time
d.s.t., daylight saving (no "s") time
e.d.t., eastern daylight time
e.s.t., eastern standard time
e.t., eastern time
G.c.t., Greenwich civil time
G.m.a.t., Greenwich mean astronomical time
G.m.t., Greenwich mean time
l.s.t., local standard time
m., noon (meridies)
m.s.t., mountain standard time
m.t., mountain time
P.s.t., Pacific standard time
P.t., Pacific time
u.t., universal time

Coined words and symbols

9.48. To obtain uniform treatment in the formation of coined words and symbols, the following formula, which conforms to current usage, should be applied:

When only first letter of each word or selected words is used to make up symbol, use all caps:
APPR (Army package power reactor)
MAG (Military Advisory Group)
MIRV (multiple independently targetable reentry vehicle)
SALT (strategic arms limitation talks)
STEP (supplemental training and employment program)

Where first letters of prefixes and/or suffixes are utilized as part of established expressions, use all caps:
CPR (*c*ardio*p*ulmonary *r*esuscitation)
ESP (*e*xtra*s*ensory *p*erception)
FLIR (*f*orward-*l*ooking *i*nfra*r*ed)

Where an acronym or abbreviated form is copyrighted or established by law, copy must be followed:
ACTION (agency of Government; not an acronym)
MarAd (*Mar*itime *Ad*ministration)
NACo (*N*ational *A*ssociation of *Co*unties)
MEDLARS (*Med*ical *L*iterature *A*nalysis and *R*etrieval *S*ystem)

When proper names are used in shortened form any word of which uses more than first letter of each word, use caps and lowercase:
Conrail (Consolidated Rail Corporation)
Vepco (Virginia Electric Power Co.)
Inco (International Nickel Co.)
Aramco (Arabian-American Oil Co.)

In common-noun combinations made up of more than first letter of lowercased words, use lowercase:
loran (*lo*ng-*ra*nge *n*avigation)
sonar (*so*und *na*vigation *r*anging)
secant (*se*paration *c*ontrol of *a*ircraft by *n*onsynchronous *t*echniques)

9.49. The words *infra* and *supra* are not abbreviated.

Terms of measure

9.50. Compass directions are abbreviated as follows:

N.
NE.
E.
SW.
S.
NNW.
W.
ESE.
10° N. 25° W.
NW. by N. ¼ W.

9.51. The words *latitude* and *longitude,* followed by figures, are abbreviated in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, and the figures are always closed up.

lat. 52°33′05″ N. long. 13°21′10″ E.

9.52. Avoid breaking latitude and longitude figures at end of line; space out line instead. In case of an unavoidable break at end of line, use hyphen.

9.53. Temperature and gravity are expressed in figures. When using the degree mark bump to cap letters, not against figures. Note the following abbreviations and letter symbols:

abs, absolute
Bé, Baumé
°C,[1] degree Celsius[2]
°F, degree Fahrenheit
°R, degree Rankine
K, kelvin
°API
API, American Petroleum Institute
Twad, Twaddell
100 °C
212 °F[1]
671.67 °R
273.15 K
18 °API

9.54. References to meridian in statements of time are abbreviated as follows:

10 a.m.
2:30 p.m.
12 m. (noon)
12 p.m. (midnight)

9.55. The word *o'clock* is not used with abbreviations of time. (See rule 12.9b.)

9.56. Metric unit letter symbols are set lowercase roman unless the unit name has been derived from a proper name, in which case the first letter of the symbol is capitalized (for example Pa for pascal and W for watt). The exception is the letter L for liter. The same form is used for singular and plural. The preferred symbol for *cubic centimeter* is cm^3; use *cc* only when requested.

A space is used between a figure and a unit symbol except in the case of the symbols for degree, minute, and second of plane angle.

3 m 25 °C *but* 33°15′21″

Prefixes for multiples and submultiples			
E	exa (10^{18})	d	deci (10^{-1})
P	peta (10^{15})	c	centi (10^{-2})
T	tera (10^{12})	m	milli (10^{-3})
G	giga (10^{9})	μ	micro (10^{-6})
M	mega (10^{6})	n	nano (10^{-9})
k	kilo (10^{3})	p	pico (10^{-12})
h	hecto (10^{2})	f	femto (10^{-15})
da	deka (10)	a	atto (10^{-18})

Metric units

m, meter (for length)
g, gram (for weight or mass)
L, liter (for capacity)

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[1] Without figures preceding it, °*C* or °*F* should be used only in boxheads and over figure columns in tables.

[2] Preferred form (superseding Centigrade) approved by Ninth General Conference on Weights and Measures, October 1948.

Length		*Area*		*Volume*	
km	kilometer	km^2	square kilometer	km^3	cubic kilometer
hm	hectometer	hm^2	square hectometer	hm^3	cubic hectometer
dam	dekameter	dam^2	square dekameter	dam^3	cubic dekameter
m	meter	m^2	square meter	m^3	cubic meter
dm	decimeter	dm^2	square decimeter	dm^3	cubic decimeter
cm	centimeter	cm^2	square centimeter	cm^3	cubic centimeter
mm	millimeter	mm^2	square millimeter	mm^3	cubic millimeter

Weight		*Land area*		*Capacity of containers*	
kg	kilogram	ha	hectare	kL	kiloliter
hg	hectogram	a	are	hL	hectoliter
dag	dekagram			daL	dekaliter
g	gram			L	liter
dg	decigram			dL	deciliter
cg	centigram			cL	centiliter
mg	milligram			mL	milliliter
μg	microgram				

9.57. A similar plan of abbreviation applies to any unit of the metric system.

A	ampere	V	volt	mH	millihenry
VA	voltampere	W	watt	μF	microfarad (one-millionth of a farad)
c	cycle (radio)	kc	kilocycle		
F	farad	kV	kilovolt		
H	henry	kVA	kilovoltampere		
J	joule	kW	kilowatt		
		mF	millifarad		

9.58. The following forms are used when units of English weight and measure and units of time are abbreviated, the same form of abbreviation being used for both singular and plural:

Length	*Area and volume*
in, inch	in^2, square inch
ft, foot	in^3, cubic inch
yd, yard	mi^2, square mile
mi, mile (statute)	ft^3, cubic foot

Time	*Weight*	*Capacity*
yr, year	gr, grain	gill(s), not abbreviated
mo, month	dr, dram	pt, pint
d, day	oz, ounce	qt, quart
h, hour	lb, pound	gal, gallon
min, minute	cwt, hundredweight	pk, peck
s, second	dwt, pennyweight	bu, bushel
	ton(s), not abbreviated	bbl, barrel
	but t, metric ton (tonne)	

9.59. In astrophysical and similar scientific matter, magnitudes and units of time may be expressed as follows, if so written in copy. (See also "Clock time," rule 12.9b.)

$2\overset{M}{.}3$ $5^{h}3^{m}9^{s}$ 4.5^{h}

Money

9.60. The following are some of the abbreviations and symbols used for indicating money:

$, dol. (dollar)
c, ct, ¢ (cent, cents)
LT175 (Turkish)
US$15,000
Mex$2,650

₱ (peso)
£ (pound)
s (shilling)
d (pence)
£12 16s 8d (*not* 12/16/8)

Use "US$" if omission, in relatively rare instances, would result in confusion.

(For the abbreviations of other terms indicating foreign money, see p. 238.)

LIST OF STANDARD WORD ABBREVIATIONS

and

LIST OF LETTER SYMBOLS FOR UNITS OF MEASURE

(Standard word abbreviations, this page; standard letter symbols for units of measure, etc., pp. 150–153.)

Standard word abbreviations

(For a comprehensive list of standard abbreviations of legal and other Latin phrases, see pp. 414–417; for similar abbreviations in other languages, see section on abbreviations in the language desired, pp. 355–460.)

9.61. If abbreviations are required, use these forms:

AA, Alcoholics Anonymous
A.B. or B.A., bachelor of arts
abbr., abbreviation
abs., abstract
acct., account
ACDA, Arms Control and Disarmament Agency
ACTH, adrenocorticotropic hormone
ACTION (not an acronym, an independent agency)
A.D. (anno Domini), in the year of our Lord
ADP, automated data processing
AEF, American Expeditionary Forces
AF, audiofrequency
AFB, and similar military symbols (with name), Air Force Base
AFL–CIO, American Federation of Labor and Congress of Industrial Organizations
AID, Agency for International Development
a.k.a., also known as
A.L.R., American Law Reports
AM (no periods), amplitude modulation
A.M. (anno mundi), in the year of the world
A.M. or M.A., master of arts
a.m. (ante meridiem), before noon
Am. Repts., American Reports
AMVETS, American Veterans of World War II; Amvet(s) (individual)
antilog (no period), antilogarithm
A1 (rating)
AOA, Administration on Aging
API, American Petroleum Institute
APO (no periods), Army post office
App. D.C., District of Columbia Appeal Cases
App. Div., Appellate Division
APPR, Army package power reactor
approx., approximately
ARC, American Red Cross
ARS, Agricultural Research Service
ASCS, Agricultural Stabilization and Conservation Service
ASME, American Society of Mechanical Engineers
A.S.N., Army service number
ASTM, American Society for Testing Materials
Atl., Atlantic Reporter; A.2d, Atlantic Reporter, second series
AUS, Army of the United States
Ave., avenue
AWACS, airborne warning and control system
a.w.l., absent with leave
a.w.o.l., absent without official leave
B.C., before Christ
BCG (bacillus Calmette-Guérin), antituberculosis vaccine
bf., boldface
BGN, Board on (*not* of) Geographic Names)
BIA, Bureau of Indian Affairs
BIS, Bank for International Settlements
Blatch. Pr. Cas., Blatchford's Prize Cases
Bldg., building
B.Lit(t). or Lit(t).B., bachelor of literature
BLM, Bureau of Land Management
BLS, Bureau of Labor Statistics
Blvd., boulevard
b.o., buyer's option
B.S. or B.Sc., bachelor of science
ca. (circa), about
ca, centiare
CAB, Civil Aeronautics Board
CACM, Central American Common Market
c. and s.c., caps and small caps
CAP, Civil Air Patrol
CARE, Cooperative for American Remittances to Everywhere, Inc.
c b.d., cash before delivery
C.C.A., Circuit Court of Appeals
CCC, Commodity Credit Corporation
C.Cls., Court of Claims
C.Cls.R., Court of Claims Reports
C.C.P.A., Court of Customs and Patents Appeals
CCR, Commission on Civil Rights
CDC, Centers for Disease Control
CEA, Council of Economic Advisers
Cento, Central Treaty Organization
cf. (confer), compare, or see

CFR, Code of Federal Regulations
CFR Supp., Code of Federal Regulations Supplement
CHAMPUS, Civilian Health and Medical Program of the Uniformed Services
CIA, Central Intelligence Agency
CIC, Counterintelligence Corps
C.J. (corpus juris), body of law; Chief Justice
CLC, Cost of Living Council
CO, commanding officer
Co., company (commercial)
c.o.d., cash on delivery
COLA, cost-of-living adjustment
Comp. Dec., Comptroller's Decisions (Treasury)
Comp. Gen., Comptroller General Decisions
Comsat, communication satellite
con., continued
conelrad, control of electromagnetic radiation (civil defense)
Conrail, Consolidated Rail Corporation
Conus, continental United States
Corp., corporation (commercial)
cos (no period), cosine
cosh (no period), hyperbolic cosine
cot (no period), cotangent
coth (no period), hyperbolic cotangent
c.p., chemically pure
C.P.A., certified public accountant
CPI, Consumer Price Index
CPR, cardiopulmonary resuscitation
cr., credit; creditor
csc (no period), cosecant
csch (no period), hyperbolic cosecant
Ct., court
Dall., Dallas (U.S. Supreme Court Reports)
DAR, Daughters of the American Revolution
DAR, defense acquisition regulation
d.b.a., doing business as
d.b.h., diameter at breast height
D.D., doctor of divinity
D.D.S., doctor of dental surgery
DDT, dichlorodiphenyltrichloroethane
DEW, distant early warning (DEW line)
Dist. Ct., District Court
D.Lit(t). or Lit(t).D., doctor of literature
do. (ditto), the same
DNC, Domestic Names Committee (BGN)
DOD, Department of Defense
DOT, Department of Transportation
DP (no periods), displaced person
D.P.H., doctor of public health
D.P.Hy., doctor of public hygiene
dr., debit; debtor
Dr., doctor; drive
D.V.M., doctor of veterinary medicine
E., east
EEC, European Economic Community (Common Market)
EEOC, Equal Employment Opportunity Commission
EFTA, European Free Trade Association
EFTS, electronic funds transfer system
e.g. (exempli gratia), for example
EHF, extremely high frequency
8°, octavo
emcee, master of ceremony
e.o.m., end of month
EOP, Executive Office of the President
EPA, Environmental Protection Agency
ERP, European Recovery Program
et al. (et alii), and others
et seq. (et sequentia), and the following
etc. (et cetera), and so forth
Euratom, European Atomic Energy Community
Eurodollars, U.S. dollars used to finance foreign trade
Euromarket, European Common Market (European Economic Community)
Ex. Doc. (with letter), executive document
f., ff., and following page (pages)
FAA, Federal Aviation Administration
FAO, Food and Agriculture Organization
f.a.s., free alongside ship
FAS, Foreign Agricultural Service
FBI, Federal Bureau of Investigation
FCA, Farm Credit Administration
FCC, Federal Communications Commission
FCIC, Federal Crop Insurance Corporation
FCSC, Foreign Claims Settlement Commission
FDA, Food and Drug Administration
FDIC, Federal Deposit Insurance Corporation
Fed., Federal Reporter; F.2d, Federal Reporter, second series
FEOF, Foreign Exchange Operations Fund
FHA, Federal Housing Administration
FmHA, Farmers Home Administration
FHLBB, Federal Home Loan Bank Board
FHWA, Federal Highway Administration
FICA, Federal Insurance Contributions Act
FIPS, Federal Information Processing Standards
FLSA, Fair Labor Standards Act
FM, frequency modulation
FMC, Federal Maritime Commission
FMCS, Federal Mediation and Concilation Service
FNMA, Federal National Mortgage Association (Fannie Mae)
FNS, Food and Nutrition Service
f°, folio
f.o.b., free on board
4°, quarto
FPC, Federal Power Commission
FPO (no periods), fleet post office
FR, Federal Register (publication)
FRG, Federal Republic of Germany
FRS, Federal Reserve System

FS, Forest Service
FSLIC, Federal Savings and Loan Insurance Corporation
FSS, Federal Supply Service
F.Supp., Federal Supplement
FTC, Federal Trade Commission
FWS, Fish and Wildlife Service
GAO, General Accounting Office
GATT, General Agreement of Tariffs and Trade
GDR, German Democratic Republic
GI, general issue; Government issue
G.M.&.S., general, medical, and surgical
GNMA, Government National Mortgage Association (Ginnie Mae)
GNP, gross national product
Gov., governor
GPO, Government Printing Office
gr. wt., gross weight
GS, Geological Survey
GSA, General Services Administration
H.C., House of Commons
H. Con. Res. (with number), House concurrent resolution
H. Doc. (with number), House document
HE (no periods), high explosive
HF (no periods), high frequency
HHS, Health and Human Resources (Department of)
H.J. Res. (with number), House joint resolution
H.L., House of Lords
How., Howard (U.S. Supreme Court Reports)
H.R. (with number), House bill
H. Rept. (with number), House report
H. Res. (with number), House resolution
HUD, Housing and Urban Development
IADB, Inter-American Defense Board
IAEA, International Atomic Energy Agency
ibid. (ibidem), in the same place
ICBM, intercontinental ballistic missile
ICC, Interstate Commerce Commission
id. (idem), the same
IDA, International Development Association
i.e. (id est), that is
IF (no periods), intermediate frequency
IFC, International Finance Corporation
IMCO, Intergovernmental Maritime Consultative Organization
IMF, International Monetary Fund Inc., incorporated
INS, Immigration and Naturalization Service
Insp. Gen., Inspector General
Interpol, International Criminal Police Organization
IOU, I owe you
IQ, intelligence quotient
IRBM, intermediate range ballistic missile
IRE, Institute of Radio Engineers
IRO, International Refugee Organization
IRS, Internal Revenue Service
ITO, International Trade Organization
ITU, International Telecommunication Union; International Typographical Union
JAG, Judge Advocate General
jato, jet-assisted takeoff
J.D. (jurum doctor), doctor of laws
JOBS, Job Opportunities in the Business Sector
Jr., junior
Judge Adv. Gen., Judge Advocate General
LAFTA, Latin American Free Trade Association
lat., latitude
LC, Library of Congress
lc., lowercase
L.Ed., Lawyer's edition (U.S. Supreme Court Reports)
liq., liquid
lf., lightface
LF, low frequency
LL.B., bachelor of laws
LL.D., doctor of laws
loc. cit. (loco citato), in the place cited
log (no period), logarithm
long., longitude
loran (no periods), long-range navigation
lox (no periods), liquid oxygen
LPG, liquefied petroleum gas
Ltd., limited
Lt. Gov., lieutenant governor
M, money supply:
M_1; M_{1B}; M_2
M., monsieur; MM., messieurs
m. (meridies), noon
M, more
MA (see MarAd)
MAC, Military Airlift Command
MAG, Military Advisory Group
MarAd, Maritime Administration
MC, Member of Congress (emcee, master of ceremonies)
M.D., doctor of medicine
MDAP, Mutual Defense Assistance Program
MediCal, Medicaid California
memo, memorandum
MF, medium frequency
MFN, most favored nation
MIA, missing in action (plural, MIA's)
Misc. Doc. (with number), miscellaneous document
Mlle., mademoiselle
Mme., madam
Mmes., mesdames
mo., month
MOS, military occupational specialty
M.P., Member of Parliament
MP, military police
Mr., mister (plural, Messrs.)
Mrs., mistress
Ms., coined feminine title (plural, Mses.)
M.S., master of science
MS., MSS., manuscript, manuscripts
MSC, Military Sealift Command
Msgr., monsignor
m.s.l., mean sea level

MTN, multilateral trade negotiations
N., north
NA., not available; not applicable
NAC., National Association of Counties
NAS, National Academy of Science
NASA, National Aeronautics and Space Administration
NATO, North Atlantic Treaty Organization
NBS, National Bureau of Standards
NCUA, National Credit Union Administration
NE., northeast
n.e.c., not elsewhere classified
n.e.s., not elsewhere specified
net wt., net weight
N.F., National Formulary
NFAH, National Foundation on the Arts and the Humanities
NIH, National Institutes of Health
n.l., natural log or logarithm
NLRB, National Labor Relations Board
No., Nos., number, numbers
NOAA, National Oceanic and Atmospheric Administration
n.o.i.b.n., not otherwise indexed by name
n.o.p., not otherwise provided (for)
n.o.s., not otherwise specified
NOS, National Ocean Service (formerly National Ocean Survey)
NOVS, National Office of Vital Statistics
NPS, National Park Service
NRC, Nuclear Regulatory Commission
NS, nuclear ship
NSA, National Shipping Authority
NSC, National Security Council
NSF, National Science Foundation
n.s.k., not specified by kind
n.s.p.f., not specifically provided for
NW., northwest
OAS, Organization of American States
OASDHI, Old-Age, Survivors, Disability, and Health Insurance Program
OASI, Old-Age and Survivors Insurance
OCD, Office of Civil Defense
OD, officer of the day
OD, overdose; OD'd, overdosed
O.D., doctor of optometry
OECD, Organization for Economic Cooperation and Development
OK, OK'd OK'ing, OK's
OMB, Office of Management and Budget
Op. Atty. Gen., Opinions of the Attorney General
op. cit. (opere citato), in the work cited
OPEC, Organization of Petroleum Exporting Countries
OSD, Office of the Secretary of Defense
OTC, Organization for Trade Cooperation
PA, public address system
Pac., Pacific Reporter; P.2d, Pacific Reporter, second series
PAC, political action committee (plural, PAC's)
Passed Asst. Surg., passed assistant surgeon
PBS, Public Building Service
Pet., Peters (U.S. Supreme Court Reports)
Ph, phenyl
Phar.D., doctor of pharmacy
Ph.B. or B.Ph, bachelor of philosophy
Ph.D., or D.Ph., doctor of philosophy
Ph.G., graduate in pharmacy
PHS, Public Health Service
PIN, personal identification number
Pl., place
p.m. (post meridiem), afternoon
P.O. Box (with number); *but* post office box (in general sense)
POW, prisoner of war (plural, POW's)
Private Res. (with number), private resolution
Prof., professor
pro tem (pro tempore), temporarily
P.S. (post scriptum), postscript; public school (with number)
PTA, parent-teachers' association
Public Res. (with number), public resolution
PX, post exchange
QT, on the quiet
racon, radar beacon
radar, radio detection and ranging
RAM, random access memory
Rand Corp. (research and development)
R&D, research and development
rato, rocket-assisted takeoff
Rd., road
RDT&E, research, development, testing, and evaluation
REA, Rual Electrification Administration
Rev., reverend
Rev. Stat., Revised Statutes
RF, radiofrequency
R.F.D., rural free delivery
Rh, Rhesus (blood factor)
RIF, reduction(s) in force; RIF'd, RIF'ing, RIF's
R.N., registered nurse
ROTC, Reserve Officers' Training Corps
RR., railroad
RRB, Railroad Retirement Board
Rt. Rev., right reverend
Ry., railway
S, south; Senate bill (with number)
SAC, Strategic Air Command
SAE, Society of Automotive Engineers
S&L('s), savings and loan(s)
SALT, strategic arms limitation talks
SAR, Sons of the American Revolution
SBA, Small Business Administration
sc. (scilicet), namely (see also ss)
s.c., small caps
S. Con. Res. (with number), Senate concurrent resolution
s.d. (sine die), without date
S. Doc. (with number), Senate document
SE., southeast

SEATO, Southeast Asia Treaty Organization
SEC, Securities and Exchange Commission
sec, secant
sech, hyperbolic secant
2d, 3d, second, third
SHF, superhigh frequency
shoran, short range (radio)
SI, Systeme International d' Unités
sic, thus
sin, sine
sinn, hyperbolic sine
S.J. Res. (with number), Senate joint resolution
sonar (no period), sound, navigation, and ranging
SOP, standard operating procedure
SOS, wireless distress signal
SP, shore patrol
SPAR, Coast Guard Women's Reserve (semper *p*aratus—*a*lways *r*eady)
sp. gr., specific gravity
Sq., square (street)
Sr., senior
S. Rept. (with number), Senate report
S. Res. (with number), Senate resolution
SS, steamship
ss (scilicet), namely (in law) (see also sc.)
SSA, Social Security Administration
SSS, Selective Service System
St., Ste., SS., Saint, Sainte, Saints
St., street
Stat., Statutes at Large
STP, standard temperature and pressure
Sup. Ct., Supreme Court Reporter
Supp. Rev. Stat., Supplement to the Revised Statutes
Supt., superintendent
Surg., surgeon
Surg. Gen., Surgeon General
SW., southwest
S.W.2d, Southwestern Reporter, second series
SWAT, special weapons and tactics (team)
T., Tps., township, townships
tan, tangent
tann, hyperbolic tangent
TB, tuberculosis
T.D., Treasury Decisions
Ter., terrace
t.m., true mean
TNT, trinitrotoluol
TV, television
TVA, Tennessee Valley Authority
2,4-D (insecticide)
uc., uppercase
UHF, ultrahigh frequency
UMTA, Urban Mass Transportation Administration
U.N., United Nations
Unesco, United Nations Educational, Scientific, and Cultural Organization (copyrighted form)
UNICEF, United Nations Children's Fund
U.S., U.S. Supreme Court Reports
U.S.A., United States of America
USA, U.S. Army
USAF, U.S. Air Force
U.S.C., United States Code
U.S.C.A., United States Code Annotated
U.S.C. Supp., United States Code Supplement
USCG, U.S. Coast Guard
USDA, U.S. Department of Agriculture
USES, U.S. Employment Service
U.S. 40, U.S. No. 40, U.S. Highway No. 40
USIA, U.S. Information Agency
USMC, U.S. Marine Corps
USN, U.S. Navy
USNR, U.S. Naval Reserve
U.S.P., United States Pharmacopeia
USPS, U.S. Postal Service
U.S.S., U.S. Senate; U.S. ship
U.S.S.R., Union of Soviet Socialist Republics
v. or vs. (versus), against
VA, Veterans' Administration
VAT, value added tax
VCR, video cassette recorder
VHF, very high frequency
VIP, very important person
viz (videlicet), namely
VLF, very low frequency
VTR, video tape recording
W., west
WAC, Women's Army Corps; a Wac
w.a.e., when actually employed
WAF, Women in the Air Force; a Waf
Wall., Wallace (U.S. Supreme Court Reports)
WAVES, *w*omen *a*ccepted for *v*olunteer *e*mergency *s*ervice; a Wave
wf, wrong font
Wheat., Wheaton (U.S. Supreme Court Reports)
WHO, World Health Organization
WMAL, WRC, etc., radio stations
w.o.p., without pay
Yale L.J., Yale Law Journal
ZIP Code, Zone Improvement Plan Code (Postal Service)
ZIP+4, 9-digit ZIP Code

Standard letter symbols for units of measure (Note: The same form is used for singular and plural senses.)

A, ampere
Å, angstrom
a, are
a, atto (prefix, one-quintillionth)
aA, attoampere
abs, absolute (temperature and gravity)
ac, alternating current
AF, audiofrequency

Ah, ampere-hour
A/m, ampere per meter
AM, amplitude modulation
asb, apostilb
At, ampere-turn
at, atmosphere, technical
atm, atmosphere (infrequently, As)
at wt, atomic weight
au, astronomical units
avdp, avoirdupois
b, barn
B, bel
b, bit
bbl, barrel
bbl/d, barrel per day
Bd, baud
bd. ft., board foot (obsolete); use fbm
Bé, Baumé
Bev (obsolete); see GeV
Bhn, Brinell hardness number
bhp, brake horsepower
bm, board measure
bp, boiling point
Btu, British thermal unit
bu, bushel
c, ¢, ct; cent(s)
c, centi (prefix, one-hundredth)
C, coulomb
c, cycle (radio)
°C, degree Celsius
cal, calorie (also: cal$_{IT}$, International Table; cal$_{th}$, thermochemical)
cc. (obsolete), use cm^3
cd, candela (candle obsolete)
cd/in^2, candela per square inch
cd/m^2, candela per square meter
c.f.m. (obsolete), use ft^3/min
c.f.s. (obsolete), use ft^3/s
cg, centigram
c•h, candela-hour
Ci, curie
cL, centiliter
cm, centimeter
c/m, cycles per minute
cm^2, square centimeter
cm^3, cubic centimeter
cmil, circular mil
cp, candlepower
cP, centipoise
cSt, centistokes
cu ft (obsolete) use ft^3
cu in (obsolete) use in^3
cwt, hundredweight
D, darcy
d, day
d, deci (prefix, one-tenth)
d, pence
da, deka (prefix, 10)
dag, dekagram
daL, dekaliter
dam, dekameter
dam^2, square dekameter
dam^3, cubic dekameter
dB, decibel
dBu, decibel unit
dc, direct current
dg, decigram
dL, deciliter
dm, decimeter
dm^2, square decimeter
dm^3, cubic decimeter
dol, dollar
doz, dozen
dr, dram
dwt, deadweight tons
dwt, pennyweight
dyn, dyne
EHF, extremely high frequency
emf, electromotive force
emu, electromagnetic unit
erg, erg
esu, electrostatic unit
eV, electronvolt
°F, degree Fahrenheit
F, farad
f, femto (prefix, one-quadrillionth)
F, fermi (obsolete); use fm, fentometer
fbm, board foot; board foot measure
fc, footcandle
fL, footlambert
fm, femtometer
FM, frequency modulation
ft, foot
ft^2, square foot
ft^3, cubic foot
ftH$_2$O, conventional foot of water
ft•lb, foot-pound
ft•lbf, foot pound-force
ft/min, foot per minute
ft^2/min, square foot per minute
ft^3/min, cubic foot per minute
ft-pdl, foot poundal
ft/s, foot per second
ft^2/s, square foot per second
ft^3/s, cubic foot per second
ft/s^2, foot per second squared
ft/s^3, foot per second cubed
G, gauss
G, giga (prefix, 1 billion)
g, gram; acceleration of gravity
Gal, gal cm/s^2
gal, gallon
gal/min, gallons per minute
gal/s, gallons per second
Gb, gilbert
g/cm^3, gram per cubic centimeter
GeV, gigaelectronvolt
GHz, gigahertz (gigacycle per second)
gr, grain; gross
h, hecto (prefix, 100)
H, henry
h, hour
ha, hectare
HF, high frequency
hg, hectogram
hL, hectoliter
hm, hectometer
hm^2, square hectometer
hm^3, cubic hectometer
hp, horsepower
hph, horsepower-hour
Hz, hertz (cycles per second)
id, inside diameter
ihp, indicated horsepower
in, inch

in^2, square inch
in^3, cubic inch
in/h, inch per hour
inH$_2$O, conventional inch of water
inHg, conventional inch of mercury
in-lb, inch-pound
in/s, inch per second
J, joule
J/K, joule per kelvin
K, kayser
K, kelvin (degree symbol improper)
k, kilo (prefix, 1,000)
k, thousand (7k=7,000)
kc, kilocycle; see also kHz (kilohertz), kilocycles per second
kcal, kilocalory
keV, kiloelectronvolt
kG, kilogauss
kg, kilogram
kgf, kilogram-force
kHz, kilohertz (kilocycles per second)
kL, kiloliter
klbf, kilopound-force
km, kilometer
km^2, square kilometer
km^3, cubic kilometer
km/h, kilometer per hour
kn, knot (speed)
kΩ, kilohm
kt, kiloton; carat
kV, kilovolt
kVA, kilovoltampere
kvar, kilovar
kW, kilowatt
kWh, kilowatthour
L, lambert
L, liter
lb, pound
lb ap, apothecary pound
lb, avdp, avoirdupois pound
lbf, pound-force
lbf/ft, pound-force foot
lbf/ft^2, pound-force per square foot
lbf/ft^3, pound-force per cubic foot
lbf/in^2, pound-force per square inch
lb/ft, pound per foot
lb/ft^2, pound per square foot
lb/ft^3, pound per cubic foot
lct, long calcined ton
ldt, long dry ton
LF, low frequency
lin ft, linear foot
l/m, lines per minute
lm, lumen
lm/ft^2, lumen per square foot
lm/m^2, lumen per square meter
lm·s, lumen second
lm/W, lumen per watt
l/s, lines per second
L/s, liter per second
lx, lux
M, mega (prefix, 1 million)
M, million (3M=3 million)
m, meter
m, milli (prefix, one-thousandth)
M$_1$, monetary aggregate
m^3, cubic meter
m^2, square meter

μ, micro (prefix, one-millionth)
μ, micron (name micron obsolete); use μm, micrometer
mA, milliampere
μA, microampere
mbar, millibar
μbar, microbar
Mc, megacycle; see also MHz (megahertz), megacycles per second
mc, millicycle; see also mHz (millihertz), millicycles per second
mcg, microgram (obsolete, use μg)
mD, millidarcy
meq, milliquivalent
MeV, megaelectronvolts
mF, millifarad
μF, microfarad
mG, milligauss
mg, milligram
μg, microgram
Mgal/d, million gallons per day
mH, millihenry
μH, microhenry
mho, mho (obsolete, use S, siemens)
MHz, megahertz
mHz, millihertz
mi, mile (statute)
mi^2, square mile
mi/gal, mile(s) per gallon
mi/h, mile per hour
mil, mil
min, minute (time)
μin, microinch
mL, milliliter
mm, millimeter
mm^2, square millimeter
mm^3, cubic millimeter
mμ (obsolete); see nm, nanometer
μm, micrometer
μm^2, square micrometer
μm^3, cubic micrometer
μμ, micromicron (use of compound prefixes obsolete; use pm, picometer)
μμf, micromicrofarad (use of compound prefixes obsolete; use pF)
mmHg, conventional millimeter of mercury
μmho, micromho (obsolete, use μS, microsiemens)
MΩ, megohm
mo, month
mol, mole (unit of substance)
mol wt, molecular weight
mp, melting point
ms, millisecond
μs, microsecond
Mt, megaton
mV, millivolt
μV, microvolt
MW, megawatt
mW, milliwatt
μW, microwatt
MWd/t, megawatt-days per ton
Mx, maxwell
n, nano (prefix, one-billionth)
N, newton
nA, nanoampere

nF, nanofarad
nm, nanometer (millimicron, obsolete)
N·m, newton meter
N/m^2, newton per square meter
nmi, nautical mile
Np, neper
ns, nanosecond
N·s/m^2, newton second per square meter
nt, nit
od, outside diameter
Oe, oersted (use of A/m, amperes per meter, preferred)
oz, ounce (avoirdupois)
p, pico (prefix, one-trillionth)
P, poise
Pa, pascal
pA, picoampere
pct, percent
pdl, poundal
pF, picofarad (micromicrofarad, obsolete)
pF, water-holding energy
pH, hydrogen-ion concentration
ph, phot; phase
pk, peck,
p/m, parts per million
ps, picosecond
pt, pint
pW, picowatt
qt, quart
quad, quadrillion (10^{15})
°R, rankine
°R, roentgen
R, degree rankine
R, degree reaumur
rad, radian
rd, rad
rem, roentgen equivalent man
r/min, revolutions per minute
rms, root mean square
r/s, revolutions per second
s, second (time)
s, shilling
S, siemens
sb, stilb
scp, spherical candlepower
s·ft, second-foot
shp, shaft horsepower
slug, slug
sr, steradian
sSf, standard saybolt fural
sSu, standard saybolt universal
stdft^3, standard cubic foot (feet)
Sus, saybolt universal second(s)
T, tera (prefix, 1 trillion)
Tft^3, trillion cubic feet
T, tesla
t, tonne (metric ton)
tbsp, tablespoonful
thm, therm
ton, ton
tsp, teaspoonful
Twad, twaddell
u, (unified) atomic mass unit
UHF, ultrahigh frequency
V, volt
VA, voltampere
var, var
VHF, very high frequency
V/m, volt per meter
W, watt
Wb, weber
Wh, watthour
W/(m·K), watt per meter kelvin
W/sr, watt per steradian
W/(sr·m^2), watt per steradian square meter
x, unknown quantity
yd, yard
yd^2, square yard
yd^3, cubic yard
yr, year

NOTES

NOTES

10. SIGNS AND SYMBOLS

10.1. The increased use of signs and symbols and their importance in technical and scientific work have emphasized the necessity of standardization on a national basis and of the consistent use of the standard forms.

10.2. Certain symbols are well standardized—number symbols (the digits, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9); letter symbols (the letters of the alphabet, a, b, c, d, etc.); and graphic symbols (the mathematical signs +, −, ±, ×, ÷).

10.3. The signs +, −, ±, ×, and ÷, etc., are closed against accompanying figures and symbols. When the × is used to indicate "crossed with" (in plant or animal breeding) or magnification, it will be separated from the accompanying words by a space.

i-vii+1-288 pages
The equation $A+B$
The result is 4×4

20,000±5,000
Early June × Bright (crossed with)
× 4 (magnification)

Symbols with figures

10.4. In technical publications the degree mark is used in lieu of the word *degree* following a figure denoting measurement.

10.5. Following a figure the percent symbol is used in areas where space will not allow the word *percent* to be used. The spelled form is preferred.

In that period the price rose 12, 15, and 19 percent.

10.6. Any symbol that is set close up to figures, such as the dollar mark or cent mark, is used before or after each figure in a group or series.

45 to 65 °F., *not* 45° to 65° F.
$5 to $8 price range
5′–7′ long, *not* 5–7′ long

3¢ to 5¢ (no spaces)
±2 to ±7; 2°±1°
but § 12 (thin space)
from 15 to 25 percent

Letter symbols

10.7. Letter symbols are set in italic (see rule 10.8) or in roman (see rule 9.56) without periods and are capitalized only if so shown in copy, since the capitalized form may have an entirely different meaning.

Equations

10.8. In mathematical equations, use italic for all letter symbols—capitals, lowercase, small capitals, and superiors and inferiors (exponents and subscripts); use roman for figures, including superiors and inferiors.

10.9. If an equation or a mathematical expression needs to be divided, break before +, −, =, etc. However, the equal sign is to clear on left of other beginning mathematical signs.

10.10. A short equation in text should not be broken at the end of a line. Space out the line so that the equation will begin on the next line; or better, center the equation on a line by itself.

10.11. An equation too long for one line is set flush on the left, the second half of the equation is set flush on the right, and the two parts are balanced as nearly as possible.

10.12. Two or more equations in series are aligned on the equal signs and centered on the longest equation in the group.

10.13. Connecting words of explanation, such as *hence, therefore,* and *similarly,* are set flush left either on the same line with the equation or on a separate line.

10.14. Parentheses, braces, brackets, integral signs, and summation signs should be of the same height as the mathematical expressions they include.

10.15. Inferiors precede superiors if they appear together; but if either inferior or superior is too long, the two are aligned on left.

$$\sqrt{\Phi}=\sum_{k=0}^{m}{}_{\epsilon k}(A_k \cos k\psi+B_k \sin k\psi) \tag{1}$$

$$\frac{e}{e_0}=\frac{1}{\sqrt{\left[1-(f/f_M)^2+\frac{C_M}{c}\right]^2+\left[\frac{r}{Xc_M}\right]^2}} \tag{2}$$

$$\begin{aligned} Q&=A_2\rho^1\left(\frac{p_2}{p_1}\right)^{\frac{1}{\gamma}}\left\{2gp_1v_1\left(\frac{\gamma}{\gamma-1}\right)\left[1-\left(\frac{p_2}{p_1}\right)^{\frac{\gamma-1}{\gamma}}\right]\right\}^{\frac{1}{2}} \\ &=A_2\left\{2g\,\frac{p_1}{v_1}\left(\frac{\gamma}{\gamma-1}\right)\left[\left(\frac{p_2}{p_1}\right)^{\frac{2}{\gamma}}-\left(\frac{p_2}{p_1}\right)^{\frac{\gamma+1}{\gamma}}\right]\right\}^{\frac{1}{2}} \end{aligned} \tag{3}$$

$$\begin{aligned} \omega_n(x,\theta_x)=\frac{1}{\sqrt{r_1r_2}}\int_0^x dx_2\int_0^{x_2}dx_1 \cos n\psi_x(x_1,x_2) \\ \left[\frac{r_1r_2}{p_1p_2}\,(\phi_{n-1}(k_1)+\phi_{n+1}(k_1))+2\phi_n(k_1)\right] \end{aligned} \tag{4}$$

$$\begin{aligned} m_{e_1e_2}&=\int_{x_{i_1}}^{x_{e_1}}dx_1\int_{x_{i_2}}^{x_{e_2}}dx_2\int_0^{2\pi}\frac{d\theta_1}{2\pi} \\ &\qquad\int_0^{2\pi}\frac{d\theta_2}{2\pi}\,\frac{\frac{r_1r_2}{p_1p_2}\cos(\theta_2-\theta_1)+1}{\sqrt{(x_2-x_1)^2+R^2(\theta_2-\theta_1)}} \\ &=\int_{x_{i_1}}^{x_{e_1}}dx_1\int_{x_{i_2}}^{x_{e_2}}dx_2\int_0^{2\pi}\frac{d\psi}{2\pi}\,\frac{\frac{r_1r_2}{p_1p_2}\cos\psi+1}{\sqrt{(x_2-x_1)^2+R^2(\psi)}} \end{aligned} \tag{5}$$

$$\begin{aligned} \sum_2(\psi_n,c_n)=2c_2\,\frac{\tan(2\psi_2-\psi_1)}{\cos(2\psi_3-\psi_2)}+6c_3\,\frac{\tan(2\psi_3-\psi_2)}{\cos(2\psi_4-\psi_3)} \\ +14c_4\,\frac{\tan(2\psi_4-\psi_3)}{\cos(2\psi_5-\psi_4)}+\cdots \\ +2(2^{1+n}-1)c_{n+2}\,\frac{\tan(2\psi_{n+2}-\psi_{n+1})}{\cos(2\psi_{n+3}-\psi_{n+2})}\cdots \end{aligned} \tag{6}$$

Chemical symbols

10.16. The names and symbols listed below are approved by the International Union of Pure and Applied Chemistry. (See rule 6.44.)

Element	Symbol	Atomic number[1]	Atomic weight	Element	Symbol	Atomic number[1]	Atomic weight
Actinium	Ac	89	227.0278	Molybdenum	Mo	42	95.94
Aluminium	Al	13	26.98154	Neodymium	Nd	60	144.24
Americium	Am	95	(243)	Neon	Ne	10	20.179
Antimony (Stibium).	Sb	51	121.75	Neptunium	Np	93	237.0482
Argon	Ar	18	39.948	Nickel	Ni	28	58.69
Arsenic	As	33	74.9216	Niobium	Nb	41	92.9064
Astatine	At	85	(210)	Nitrogen	N	7	14.0067
Barium	Ba	56	137.33	Nobelium	No	102	(259)
Berkelium	Bk	97	(247)	Osmium	Os	76	190.2
Beryllium	Be	4	9.01218	Oxygen	O	8	15.9994
Bismuth	Bi	83	208.9804	Palladium	Pd	46	106.42
Boron	B	5	10.81	Phosphorus	P	15	30.97376
Bromine	Br	35	79.904	Platinum	Pt	78	195.08
Cadmium	Cd	48	112.41	Plutonium	Pu	94	(244)
Caesium	Cs	55	132.9054	Polonium	Po	84	(209)
Calcium	Ca	20	40.08	Potassium (Kalium).	K	19	39.0983
Californium	Cf	98	(251)	Praseodymium	Pr	59	140.9077
Carbon	C	6	12.011	Promethium	Pm	61	(145)
Cerium	Ce	58	140.12	Protactinium	Pa	91	231.0359
Chlorine	Cl	17	35.453	Radium	Ra	88	226.0254
Chromium	Cr	24	51.996	Radon	Rn	86	(222)
Cobalt	Co	27	58.9332	Rhenium	Re	75	186.207
Copper	Cu	29	63.546	Rhodium	Rh	45	102.9055
Curium	Cm	96	(247)	Rubidium	Rb	37	85.4678
Dysprosium	Dy	66	162.50	Ruthenium	Ru	44	101.07
Einsteinium	Es	99	(252)	Samarium	Sm	62	150.36
Erbium	Er	68	167.26	Scendium	Sc	21	44.9559
Europium	Eu	63	151.96	Selenium	Se	34	78.96
Fermium	Fm	100	(257)	Silicon	Si	14	28.0855
Fluorine	F	9	18.998403	Silver	Ag	47	107.8682
Francium	Fr	87	(223)	Sodium (Natrium).	Na	11	22.98977
Gadolinium	Gd	64	157.25	Strontium	Sr	38	87.62
Gallium	Ga	31	69.72	Sulfur	S	16	32.06
Germanium	Ge	32	72.59	Tantalum	Ta	73	180.9479
Gold	Au	79	196.9665	Technetium	Tc	43	(98)
Hafnium	Hf	72	178.49	Tellurium	Te	52	127.60
Helium	He	2	4.00260	Terbium	Tb	65	158.9254
Holmium	Ho	67	164.9304	Thallium	Tl	81	204.383
Hydrogen	H	1	1.00794	Thorium	Th	90	232.0381
Indium	In	49	114.82	Thulium	Tm	69	168.9342
Iodine	I	53	126.9045	Tin	Sn	50	118.69
Iridium	Ir	77	192.22	Titanium	Ti	22	47.88
Iron	Fe	26	55.847	Tungsten (Wolfram).	W	74	183.85
Krypton	Kr	36	83.80	(Unnilhexium)	(Unh)	106	(263)
Lanthanum	La	57	138.9055	(Unnilpentium)	(Unp)	105	(262)
Lawrencium	Lr	103	(260)	(Unnilquadium)	(Unq)	104	(261)
Lead	Pb	82	207.2	Uranium	U	92	238.0289
Lithium	Li	3	6.941	Vanadium	V	23	50.9415
Lutetium	Lu	71	174.967	Xenon	Xe	54	131.29
Magnesium	Mg	12	24.305	Ytterbium	Yb	70	173.04
Manganese	Mn	25	54.9380	Yttrium	Y	39	88.9059
Mendelveium	Md	101	(258)	Zinc	Zn	30	65.38
Mercury	Hg	80	200.59	Zirconium	Zr	40	91.22

[1] The atomic weights of many elements are not invariant but depend on the origin and treatment of the material. The values of atomic weight given here apply to elements as they exist naturally on Earth and to certain artificial elements. Values in parentheses are used for radioactive elements whose atomic weights cannot be quoted precisely without knowledge of the origin of the elements. The value given is the atomic mass number of the isotope of that element of longest known half life.

Standardized symbols

10.17. Symbols duly standardized by any national scientific, professional, or technical group are accepted as preferred forms within the field of the group. The issuing office desiring or requiring the use of such standardized symbols should see that copy is prepared accordingly.

Signs and symbols

10.18. This list contains some signs and symbols frequently used in printing. The forms and style of many symbols vary with the method of reproduction employed by the printer.

10.19. It is important that editors and writers clearly identify signs and symbols when they appear within a manuscript.

ACCENTS

´	acute
˘	breve
¸	cedilla
^	circumflex
¨	dieresis
`	grave
¯	macron
~	tilde

ARROWS

→	direction
↖	direction
↱	direction
↷	direction
↶	direction
⬅	bold arrow
⇨	open arrow
⇄	reversible reaction

BULLETS

●	solid circle; bullet
•	bold center dot
•	movable accent

CHEMICAL

‰	salinity
♏	minim
⇅	exchange
↑	gas

CIRCLED SYMBOLS

◷	angle in circle
⦶	circle with parallel rule
⟁	triangle in circle
⊙	dot in circle
◬	dot in triangle in circle
⊕	cross in circle
©	copyright
①	Ceres
②	Pallas
③	Juno
④	Vesta

CODE

·	No. 1 6 pt. code dot
·	No. 2 8 pt. code dot
·	No. 3 10 pt. code dot
•	No. 4 8 pt. code dot
•	No. 4 10 pt. code dot
–	No. 1 6 pt. code dash
–	No. 2 8 pt. code dash
—	No. 3 10 pt. code dash
▬	No. 4 8 pt. code dash
▬	No. 4 10 pt. code dash

COMPASS

°	degree
°.	degree with period
′	minute
′.	minute with period
″	second
″.	second with period
″̲	canceled second

DECORATIVE

✚	bold cross
✢	cross patte
■	cross patte
✠	cross patte
❀	(184 N)
⚿	key
⚘	(206 N)
¶	paragraph

ELECTRICAL

ℛ	reluctance
↔	reaction goes both right and left
↕	reaction goes both up and down
↕	reversible
→	direction of flow; yields
→	direct current
⇆	electrical current
⇆	reversible reaction
⇄	reversible reaction
⇆	alternating current
⇄	alternating current
⇌	reversible reaction beginning at left
⇋	reversible reaction beginning at right
Ω	ohm; omega
MΩ	megohm; omega
μΩ	microohm; mu omega
ω	angular frequency, solid angle; omega
Φ	magnetic flux; phi
Ψ	dielectric flux; electrostatic flux; psi
γ	conductivity; gamma

ELECTRICAL—Con.

ρ	resistivity; rho
Λ	equivalent conductivity
HP	horsepower

MATHEMATICAL

—	vinculum (above letters)
∺	geometrical proportion
∹	difference, excess
‖	parallel
‖s	parallels
∦	not parallels
| |	absolute value
·	multiplied by
:	is to; ratio
÷	divided by
∴	therefore; hence
∵	because
∷	proportion; as
≪	is dominated by
>	greater than
⊏	greater than
≥	greater than or equal to
≧	greater than or equal to
≷	greater than or less than
≯	is not greater than
<	less than
⊐	less than
≶	less than or greater than
≮	is not less than
⪪	smaller than
≤	less than or equal to
≦	less than or equal to
≧ or ≥	greater than or equal to
⋜	equal to or less than
⪙	equal to or less than
⋜̸	is not greater than equal to or less than
⋝	equal to or greater than
⋝̸	is not less than equal to or greater than
⊥̳	equilateral
⊥	perpendicular to
⊢	assertion sign
≐	approaches

MATHEMATICAL—Con.

≐	approaches a limit
≚	equal angles
≠	not equal to
≡	identical with
≢	not identical with
𝍸	score
≈ or ≒	nearly equal to
=	equal to
∼	difference
≃	perspective to
≅	congruent to approximately equal
≏	difference between
≎	geometrically equivalent to
(	included in
)	excluded from
⊂	is contained in
∪	logical sum or union
∩	logical product or intersection
√	radical
√	root
$\sqrt[2]{}$	square root
$\sqrt[3]{}$	cube root
$\sqrt[4]{}$	fourth root
$\sqrt[5]{}$	fifth root
$\sqrt[6]{}$	sixth root
π	pi
ε	base (2.718) of natural system of logarithms; epsilon
∊	is a member of; dielectric constant; mean error; epsilon
+	plus
+	bold plus
−	minus
−	bold minus
/	shill(ing); slash; virgule
±	plus or minus
∓	minus or plus
×	multiplied by
=	bold equal
#	number
⅌	per
%	percent
∫	integral
|	single bond
\	single bond
/	single bond

MATHEMATICAL—Con.

‖	double bond
⑊	double bond
⫽	double bond
⬡	benzene ring
∂ or δ	differential; variation
∂	Italian differential
→	approaches limit of
∼	cycle sine
⨚	horizontal integral
∮	contour integral
∝	variation; varies as
∏	product
Σ	summation of; sum; sigma
! or ⌊	factorial product

MEASURE

℔	pound
ʒ	dram
fʒ	fluid dram
℥	ounce
f℥	fluid ounce
O	pint

MISCELLANEOUS

§	section
†	dagger
‡	double dagger
℀	account of
℅	care of
𝍸	score
¶	paragraph
þ	Anglo-Saxon
℄	center line
☌	conjunction
⊥	perpendicular to
〃 or "	ditto
∝	variation
℞	recipe
⊐	move right
⊏	move left
○ or ⊙ or ①	annual
⊙⊙ or ②	biennial
∈	element of
℈	scruple
ƒ	function
!	exclamation mark
⊞	plus in square
♃	perennial

MISCELLANEOUS—Con.

ϕ	diameter
c̄	mean value of c
∪	mathmodifier
⊂	mathmodifier
⊡	dot in square
◬	dot in triangle
⊠	station mark
@	at

MONEY

¢	cent
¥	yen
£	pound sterling
₥	mills

MUSIC

♮	natural
♭	flat
♯	sharp

PLANETS

☿	Mercury
♀	Venus
⊕	Earth
♂	Mars
♃	Jupiter
♄	Saturn
♅	Uranus
♆	Neptune
♇	Pluto
☊	dragon's head, ascending node
☋	dragon's tail, descending node
☌	conjunction
☍	opposition
☉ or ☺	Sun
☉̲	Sun's lower limb
☉̅	Sun's upper limb
⦶	solar corona
⊕	solar halo
◍	Moon
●	new Moon
☽	first quarter
◐	first quarter
◍	third quarter
◑	last quarter
☾	last quarter
◑	last quarter
○	full Moon
☻	full Moon

PLANETS—Con.

⊖	eclipse of Moon
ᗜ	lunar halo
ѡ	lunar corona
⚳	Ceres
⚵	Juno

PUNCTUATION

{ }	braces
[ ]	brackets
( )	parentheses
⟨ ⟩	square parentheses; angle brackets
¡	Spanish open quote
¿	Spanish open quote

SEX

♂ or ♁	male
□	male, in charts
♀	female
○	female, in charts
⚥	hermaphrodite

SHAPES

◆	solid diamond
◇	open diamond
○	circle
▲	solid triangle
△	triangle
□	square
■	solid square
▱	parallelogram
▭	rectangle
⧉	double rectangle
★	solid star
☆	open star
∟	right angle
∠	angle
√	check
✓	check
ß	German ss
ß	italic German ss
☛	solid index
☚	solid index
☜	index
☞	index

GEOLOGIC SYSTEMS [1]

Q	Quaternary
T	Tertiary
K	Cretaceous
J	Jurassic
Ŧ	Triassic
P	Permian
Ᵽ	Pennsylvanian
M	Mississippian
D	Devonian
S	Silurian
O	Ordovician
Ꞓ	Cambrian
pꞒ	Precambrian
C	Carboniferous

VERTICAL

|	5 unit vertical
|	8 point vertical
|	9 unit vertical

WEATHER

T	thunder
Ꞧ	thunderstorm; sheet lightning
<	sheet lightning
↓	precipitate
◍	rain
←	floating ice crystals
↔	ice needles
▲	hail
⊗	sleet
∾	glazed frost
⊔	hoarfrost
V	frostwork
⚹	snow or sextile
⊠	snow on ground
⇸	drifting snow (low)
≡	fog
∞	haze
⍙	Aurora

ZODIAC

♈	Aries; Ram
♉	Taurus; Bull
♊	Gemini; Twins
♋	Cancer; Crab
♌	Leo; Lion
♍	Virgo; Virgin
♎	Libra; Balance
♏	Scorpio; Scorpion
♐	Sagittarius; Archer
♑	Capricornus; Goat
♒	Aquarius; Water bearer
♓	Pisces; Fishes

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[1] Standard letter symbols used by the Geological Survey on geologic maps. Capital letter indicates the system and one or more lowercased letters designate the formation and member where used.

11. ITALIC

(See also Courtwork; Symbols; Datelines, Addresses, and Signatures)

11.1. Italic is sometimes used to differentiate or to give greater prominence to words, phrases, etc. However, an excessive amount of italic defeats this purpose, and its use in general work should be restricted as indicated.

Emphasis, foreign words, titles of publications

11.2. Italic is not used for mere emphasis, foreign words, or the titles of publications unless it is specially requested and the copy is edited therefor.

11.3. In nonlegal work, *ante, post, infra,* and *supra* are italicized only when part of a legal citation. Otherwise these terms, as well as the abbreviations *id, ibid., op. cit., et seq.,* and other foreign words, phrases, and their abbreviations, are printed in roman. (See also rule 17.8.)

11.4. When "emphasis supplied," "emphasis added," or "emphasis ours" appears in copy, it should not be changed; but "underscore supplied" should be changed to "italic supplied."

11.5. When copy is submitted with instructions to set "all roman (no italic)," these instructions will not apply to *Ordered, Resolved, Be it enacted,* etc.; titles following signatures or addresses; or the parts of datelines which are always set in italic.

Names of aircraft and vessels

11.6. The names of aircraft, vessels, and spacecraft are italicized unless otherwise indicated. In lists set in columns and in stubs and reading columns of tables consisting entirely of such names they will be set in roman. Missiles and rockets will be caps and lowercase and will not be italicized.

SS *America;* the liner *America*
the *Friendship*
the Bermuda *Clipper*
U.S.S. *Nautilus* (submarine)
U.S.S. *Wisconsin*
ex-U.S.S. *Savannah*
USCGS (U.S. Coast and Geodetic Survey) ship *Pathfinder*
C.S.N. *Virginia*
CG cutter *Thetus*
the *U-7*
destroyer *31*
H.M.S. *Hornet*
HS (hydrofoil ship) *Denison*
MS (motorship) *Richard*
FPV (free piston vessel) *James*
GTS (gas turbine ship) *Alexander*
NS (nuclear ship) *Savannah*
MV (motor vessel) *Havtroll*
Freedom 7; Friendship 7 (U.S. spaceships)
West Virginia class or type
the *Missouri*'s (roman "s") turret
the *U-7*'s (roman "s") deck
F-18 *Hornet*
F-15 *Eagle*
but Air Force One (President's plane)
B-50 (type of plane)
DD-882
LST-1155
Mig; Mig-21
PT-109

11.7. Names of vessels are quoted in matter printed in other than lowercase roman.

Sinking of the "Lusitania"
Sinking of the "Lusitania"
Sinking of the "Lusitania"
SINKING OF THE "LUSITANIA"

Names of legal cases. (See rule 17.12.)

11.8. The names of legal cases are italicized, except the *v.* When requested, the names of such cases may be set in roman with italic *v.* In matter set in italic, legal cases are set in roman with the *v.* being set roman.

"The Hornet" and "The Hood," 124 F.2d 45
Smith v. *Brown et al.*
Smith Bros. case (172 App. Div. 149)
Smith Bros. case, *supra*
Smith Bros. case
As cited in *Smith Bros.*
John Doe v. *Richard Roe*
but John Doe against Richard Roe
the *Cement* case
Smith *v.* Brown et al. (heading)
SMITH v. BROWN ET AL. (heading)
Durham rule
Brown decision

Scientific names

11.9. The scientific names of genera, subgenera, species, and subspecies (varieties) are italicized, but are set in roman in italic matter; the names of groups of higher rank than genera (phyla, classes, orders, families, tribes, etc.) are printed in roman.

A.s. perpallidus
Dorothia? sp. (roman "?")
Tsuga canadensis
Cypripedium parviflorum var. *pubescens*
the genera *Quercus* and *Liriodendron*
the family Leguminosae; the family Nessiteras rhombopteryx
Measurements of specimens of Cyanoderma erythroptera neocara

11.10. Quotation marks should be used in place of italic for scientific names appearing in lines set in caps, caps and small caps, or boldface, even if there is italic type available in the series.

Words and letters

11.11. The words *Resolved, Resolved further, Provided, Provided, however, Provided further, And provided further,* and *ordered,* in bills, acts, resolutions, and formal contracts and agreements are italicized; also the words *To be continued, Continued on p. —, Continued from p. —,* and *See* and *see also* (in indexes and tables of contents only).

Resolved, That (resolution)
Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That
[To be continued] (centered; no period)
[*Continued from p. 3*] (centered; no period)
see also Mechanical data (index entry)

11.12. All letters (caps, small caps, lowercase, superiors, and inferiors) used as symbols are italicized (except as provided by rule 8.120), but in italic matter roman letters are used. Chemical symbols (even in italic matter) and certain other standardized symbols are set in roman. (See also rules 6.44 and 10.8.)

nth degree; x dollars

$$D \div 0.025 V_m{}^{2.7} = 0.042/\mathrm{G} — 1 V_m{}^{2.7}$$

$$\mathrm{5Cu_2S.2(Cu,Fe,Zn)S.2Sb_2S_3O_4}$$

11.13. Letter designations in mathematical and scientific matter, except chemical symbols, are italicized.

11.14. Letter symbols used in legends to illustrations, drawings, etc., or in text as references to such material, are set in italic without periods and are capitalized if so shown in copy.

11.15. Letters (*a*), (*b*), (*c*), etc., and *a, b, c,* etc., used to indicate sections or paragraphs, are italicized in general work but not in laws and other legal documents.

NOTES

12. NUMERALS

(See also Tabular Work; Leaderwork)

12.1. Most rules for the use of numerals are based on the general principle that the reader comprehends numerals more readily than numerical word expressions, particularly in technical, scientific, or statistical matter. However, for special reasons numbers are spelled out in indicated instances.

12.2. The following rules cover the most common conditions that require a choice between the use of numerals and words. Some of them, however, are based on typographic appearance rather than on the general principle stated above.

12.3. Arabic numerals are generally preferable to the use of Roman numerals.

NUMBERS EXPRESSED IN FIGURES (rules 12.4 to 12.15)

12.4. A figure is used for a single number of *10* or more with the exception of the first word of the sentence. (See also rules 12.9, 12.23.)

50 ballots
10 guns
24 horses
nearly 10 miles
about 40 men
10 times as large

Numbers and numbers in series

12.5. When 2 or more numbers appear in a sentence and 1 of them is *10* or more, figures are used for each number. See supporting rule 12.6.

Each of 15 major commodities (9 metal and 6 nonmetal) was in supply.
but Each of nine major commodities (five metal and four nonmetal) was in supply.

Petroleum came from 16 fields, of which 8 were discovered in 1956.
but Petroleum came from nine fields, of which eight were discovered in 1956.

That man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.
but That man has three suits, two pairs of shoes, and four hats.

Of the 13 engine producers, 6 were farm equipment manufacturers, 6 were principally engaged in the production of other types of machinery, and 1 was not classified in the machinery industry.
but Only nine of these were among the large manufacturing companies, and only three were among the largest concerns.

There were three 6-room houses, five 4-room houses, and three 2-room cottages, and they were built by 20 men. (See rule 12.21.)
There were three six-room houses, five four-room houses, and three two-room cottages, and they were built by nine men.
Only 4 companies in the metals group appear on the list, whereas the 1947 census shows at least 4,400 establishments.
but If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.
At the hearing, only one Senator and one Congressman testified.
There are four or five things which can be done.

12.6. A unit of measurement, time, or money (as defined in rule 12.9), which is always expressed in figures, does not affect the use of figures for other numerical expressions within a sentence.

Each of the five girls earned 75 cents an hour.
Each of the 15 girls earned 75 cents an hour.
A team of four men ran the 1-mile relay in 3 minutes 20 seconds.
This usually requires from two to five washes and a total time of 2 to 4 hours.
This usually requires 9 to 12 washes and a total time of 2 to 4 hours.
The contractor, one engineer, and one surveyor inspected the 1-mile road.
but There were two six-room houses, three four-room houses, and four two-room cottages, and they were built by nine men in thirty 5-day weeks. (See rule 12.21.)

12.7. Figures are used for serial numbers.

Bulletin 725
Document 71
pages 352–357
lines 5 and 6
paragraph 1
chapter 2
290 U.S. 325
Genesis 39:20
202–275–2348 (telephone number)
the year 1931
1721–1727 St. Clair Avenue
but Letters Patent No. 2,189,463

12.8. A colon preceding figures does not affect their use.

The result was as follows: 12 voted yea, 4 dissented.
The result was as follows: nine voted yea, four dissented.

Measurement and time

12.9. Units of measurement and time, actual or implied, are expressed in figures.

a. Age:
6 years old
52 years 10 months 6 days
a 3-year-old
at the age of 3 (*years* implied)

b. Clock time (see also Time):
4:30 p.m.
10 o'clock *or* 10 p.m. (*not* 10 o'clock p.m.; 2 p.m. in the afternoon; 10:00 p.m.); 12 m. (noon); 12 p.m. (midnight); this p.m.; in the p.m.
half past 4
$4^{h}30^{m}$ *or* 4.5^{h}, in scientific work, if so written in copy
0025, 2359 (astronomical and military time)
08:31:04 (stopwatch reading)

c. Dates:
June 1985 (*not* June, 1985); June 29, 1985 (*not* June 29th, 1985)
March 6 to April 15, 1935 (*not* March 6, 1935, to April 15, 1935)
May, June, and July 1965 (*but* June and July 1965)
15 April 1951 (military)
4th of July (*but* Fourth of July, meaning the holiday)
the 1st [day] of the month (*but* the last of April or the first [part] of May, not referring to specific days)
in the year 2000 (*not* 2,000)

In referring to a fiscal year, consecutive years, or a continuous period of 2 years or more, when contracted, the forms 1900–11, 1906–38, 1931–32, 1801–2, 1875–79 are used (*but* upon change of century, 1895–1914 and to avoid three ciphers together, 1900–1901). For two or more separate years not representing a continuous period, a comma is used instead of a dash (1875, 1879); if the word *from* precedes the year or the word *inclusive* follows it, the second year is not shortened and the word *to* is used in lieu of the dash (from 1933 to 1936; 1935 to 1936, inclusive).

In dates, *A.D.* precedes the year (A.D. 937); *B.C.* follows the year (254 B.C.).

d. Decimals: In text a cipher should be supplied before a decimal point if there is no unit, and ciphers should be omitted after a decimal point unless they indicate exact measurement.

0.25 inch; 1.25 inches
silver 0.900 fine
specific gravity 0.9547
gauge height 10.0 feet
but .30 caliber (meaning 0.30 inch, bore of small arms); 30 calibers (length)

e. Degrees, etc. (spaces omitted):
longitude 77°04′06″ E.
latitude 49°26′14″ N.
35°30′; 35°30′ N.
a polariscopic test of 85°
an angle of 57°
strike N. 16° E.
dip 47° W. *or* 47° N. 31° W.
25.5′ (preferred); *also* 25′.5 *or* 25.′5, as in copy
but two degrees of justice;
12 degrees of freedom
32d degree Mason
150 million degrees Fahrenheit

f. Game scores:
1 up (golf)
3 to 2 (baseball)
7 to 6 (football), etc.
2 all (tie)

g. Market quotations:
4½ percent bonds
Treasury bonds sell at 95
Metropolitan Railroad, 109
gold is 109
wheat at 2.30
sugar, .03; *not* 0.03

h. Mathematical expressions:
multiplied by 3
divided by 6
a factor of 2

i. Measurements:
7 meters
about 10 yards
8 by 12 inches
8- by 12-inch page
2 feet by 1 foot 8 inches by 1 foot 3 inches
2 by 4 (lumber) (*not* 2 x 4 or 2×4)
1½ miles
6 acres
9 bushels
1 gallon
3 ems
20/20 (vision)
30/30 (rifle)
12 gauge shotgun
2,500 horsepower
15 cubic yards
6-pounder
80 foot-pounds
10s (for yarns and threads)
f/2.5 (camera focal length)
but tenpenny nail; fourfold; three-ply; five votes; six bales; two dozen; one gross; zero miles; seven-story building (see also rule 12.22)

j. Money:
$3.65; $0.75; 75 cents; 0.5 cent
$3 (*not* $3.00) per 200 pounds
75 cents apiece
Rs32,25,644 (Indian rupees)
2.5 francs *or* fr2.5
£2 4s. 6d.
T£175
65 yen
₱265
but two pennies, three quarters, one half, six bits, etc.

k. Percentage:
12 percent; 25.5 percent; 0.5 percent (*or* one-half of 1 percent)
3.65 bonds; 3.65s; 5–20 bonds; 5–20s; 4½s; 3s (see also rule 8.11)
50–50 (colloquial expression)
5 percentage points
an 1100-percent rise

l. Proportion:
1 to 4
1–3–5
1:62,500

m. Time (see also Clock time):
6 hours 8 minutes 20 seconds
10 years 3 months 29 days
7 minutes
8 days
4 weeks
1 month
3 fiscal years
1 calendar year
but four centuries; three decades;
three quarters (9 months)
statistics of any one year
in a year or two
four afternoons
one-half hour

n. Unit modifiers:
- 5-day week
- 8-year-old wine
- 8-hour day
- 10-foot pole
- ½-inch pipe
- 5-foot-wide entrance
- 10-million-peso loan
- a 5-percent increase
- 20th-century progress
- *but* two-story house
- five-man board
- $20 million airfield

o. Vitamins B_{12}, B_T, A_1, etc.

Ordinal numbers

12.10. Except as indicated in rules 12.11 and 12.19, and also for day preceding month, figures are used in text and footnotes to text for serial ordinal numbers beginning with *10th.* In tables, leaderwork, footnotes to tables and leaderwork, and in sidenotes, figures are used at all times. Military units are expressed in figures at all times when not the beginning of sentence, except *Corps.* (For ordinals in addresses, see rule 12.13.)

- 29th of May, *but* May 29
- First Congress; 82d Congress
- ninth century; 20th century
- Second Congressional District; 20th Congressional District
- seventh region; 17th region
- eighth parallel; 38th parallel
- fifth ward; 12th ward
- ninth birthday; 66th birthday
- first grade; 11th grade
- 1st Army
- 1st Calvary Division
- 323d Fighter Wing
- 12th Regiment
- 9th Naval District
- 7th Fleet
- 7th Air Force
- 7th Task Force
- *but* XII Corps (Army usage)
- Court of Appeals for the Tenth Circuit
- Seventeenth Decennial Census (title)

12.11. When ordinals appear in juxtaposition and one of them is *10th* or more, figures are used for such ordinal numbers.

This legislation was passed in the 1st session of the 92d Congress.
He served in the 9th and 10th Congresses.
From the 1st to the 92d Congress.
He represented the 1st, 4th, and 13th wards.
We read the 8th and 12th chapters.
but The district comprised the first and second precincts.
He represented the first, third, and fourth regions.
The report was the sixth in a series of 14.

12.12. Ordinals and numerals appearing in a sentence are treated according to the separate rules dealing with ordinals and numerals standing alone or in a group. (See rules 12.4, 12.5, and 12.24.)

The fourth group contained three items.
The fourth group contained 12 items.
The 8th and 10th groups contained three and four items, respectively.
The eighth and ninth groups contained 9 and 12 items, respectively.

12.13. Beginning with *10th*, figures are used in text matter for numbered streets, avenues, etc., but in tables, leaderwork, footnotes to tables and leaderwork, and sidenotes, figures are used at all times and *street, avenue,* etc., are abbreviated. (See also rule 9.16.)

First Street NW.; *also* in parentheses: (Fifth Street) (13th Street); 810 West 12th Street; North First Street; 1021 121st Street; 2031 18th Street North; 711 Fifth Avenue; 518 10th Avenue; 51–35 61st Avenue

Punctuation

12.14. The comma is used in a number containing four or more digits, except in serial numbers, common and decimal fractions, astronomical and military time, and kilocycles and meters of not more than four figures pertaining to radio.

Chemical formulas

12.15. In chemical formulas full-sized figures are used before the symbol or group of symbols to which they relate, and inferior figures are used after the symbol. (See also rules 6.44 and 10.16.)

$6PbS\cdot(Ag,Cu)_2S\cdot 2As_2S_3O_4$

NUMBERS SPELLED OUT (rules 12.16 to 12.28)

12.16. Numerals are spelled out at the beginning of a sentence or head. Rephrase a sentence or head to avoid beginning with figures. (See rule 12.25 for related numbers.)

Five years ago * * *; *not* 5 years ago * * *
Five hundred and fifty men are employed * * *; *not* 550 men are employed * * *
"Five-Year Plan Announced"; *not* "5-Year Plan Announced" (head)
Although 1965 may seem far off, it * * *; *not* 1965 may seem far off, it * * *
Employees numbering 207,843 * * *; *not* 207,843 * * * employees * * *
Benefits amounting to $69,603,566 * * *; *not* $69,603,566 worth of benefits * * *

1958 REPORT *change to* THE 1958 REPORT

$3,000 BUDGETED *change to* THE SUM OF $3,000 BUDGETED

4 MILLION JOBLESS *change to* JOBLESS NUMBER 4 MILLION

12.17. In testimony, hearings, transcripts, and Q. and A. matter, figures are used immediately following Q. and A. or name of interrogator or witness for years (e.g., 1958), sums of money, decimals, street numbers, and for numerical expressions beginning with *101.*

Mr. BIRCH, Junior. 1977 was a good year.
Mr. BELL. $1 per share was the return. Two dollars in 1956 was the alltime high. Nineteen hundred and seventy-eight may be another story.
Colonel DAVIS. 92 cents.
Mr. SMITH. 12.8 people.
Mr. JONES. 1240 Pennsylvania Avenue NW., Washington, DC 20004.
Mr. SMITH. Ninety-eight persons.
Q. 101 years? *But* Q. One hundred years?
A. 200 years.
Mr. SMITH. Ten-year average would be how much?

12.18. A spelled-out number should not be repeated in figures, except in legal documents. In such instances use these forms:

five (5) dollars, *not* five dollars (5)
ten dollars ($10), *not* ten ($10) dollars

12.19. Numbers appearing as part of proper names or mentioned in connection with serious and dignified subjects such as Executive orders, legal proclamations, and in formal writing are spelled out.

Three Rivers, PA, Fifteenmile Creek, etc.
the Thirteen Original States
in the year nineteen hundred and eighty-four
the Ninety-eighth Congress
millions for defense but not one cent for tribute
threescore years and ten
Ten Commandments
Air Force One (Presidential plane)

12.20. Numbers larger than *1,000,* if spelled out, should be in the following form:

two thousand and twenty
one thousand eight hundred and fifty
one hundred and fifty-two thousand three hundred and five
eighteen hundred and fifty (serial number)

12.21. Numbers of less than *100* preceding a compound modifier containing a figure are spelled out.

two ¾-inch boards
twelve 6-inch guns

but 120 8-inch boards
three four-room houses

12.22. Indefinite expressions are spelled out.

the seventies; the early seventies;
but the early 1870's *or* 1970's
in his eighties, *not* his '80's *nor* 80's
midthirties (age, years, money)
a thousand and one reasons
between two and three hundred horses [1]
twelvefold; thirteenfold; fortyfold; hundredfold; twentyfold to thirtyfold (see rule 6.23)

but 1 to 3 million
mid-1971; mid-1970's
40-odd people; nine-odd people
40-plus people
100-odd people
3½-fold; 250-fold; 2.5-fold/41-fold

The use of such words as *nearly, about, around, approximately,* etc., do not constitute indefinite expressions.

The bass weighed about 6 pounds.
She was nearly 80 years old.

12.23. Except as indicated in rules 12.5 and 12.9, a number less than *10* is spelled out within a sentence.

six horses
five wells
eight times as large

but 3½ cans
2½ times *or* 2.5 times

12.24. For typographic appearance and easy grasp of large numbers beginning with *million,* the word *million* or *billion* is used.

The following are guides to treatment of figures as submitted in copy. If copy reads—

$12,000,000, *change* to $12 million
2,750,000 dollars, *change* to $2,750 million
2.7 million dollars, *change* to $2.7 million
2⅜ million dollars, *change* to $2⅜ million
two and one-half million dollars, *change* to $2½ million
a hundred cows, *change* to 100 cows
a thousand dollars, *change* to $1,000
a million and a half, *change* to 1½ million
two thousand million dollars, *change* to $2,000 million
less than a million dollars, *change* to less than $1 million
but $2,700,000, *do not change* to $2.7 million
also $10 to $20 million; 10 or 20 million; between 10 and 20 million
4 millions of assets
amounting to 4 millions
$1,270,000
$1,270,200,000
$2¾ billion; $2.75 billion; $2,750 million
$500,000 to $1 million
300,000; *not* 300 thousand
$½ billion to $1¼ billion (note full figure with second fraction); $1¼ to $1½ billion.
three-quarters of a billion dollars
5 or 10 billion dollars' worth (see rule 8.14)

---

[1] Better: Between 200 and 300 horses.

12.25. Related numbers appearing at the beginning of a sentence, separated by no more than three words, are treated alike.

Fifty or sixty more miles away is snowclad Mount McKinley.
Sixty and, quite often, seventy listeners responded.
Fifty or, in some instances, almost 60 applications were filed.

Fractions

12.26. Fractions standing alone, or if followed by *of a* or *of an,* are generally spelled out. (See also rule 12.28.)

three-fourths of an inch;
  not ¾ inch *nor* ¾ of an inch
one-half inch
one-half of a farm; *not* ½ of a farm
one-fourth inch
seventh-tenths of 1 percent
or, if copy so reads:
  three-quarters of an inch
  half an inch
  a quarter of an inch
one-tenth
one-hundredth
two one-hundredths
one-thousandth
five one-thousandths
thirty-five one-thousandths
but ½ to 1¾ pages
  ½-inch pipe
  ½-inch-diameter pipe
  3½ cans; 2½ times

12.27. Fractions (¼, ½, ¾, ⅜, ⅝, ⅞, 1⁄2954) or the shilling mark with full-sized figures (1/4, 1/2954) may be used only when either is specifically requested. A comma should not be used in any part of a built-up fraction of four or more digits or in decimals.

12.28. Fractions are used in a unit modifier.

½-inch pipe; *not* one-half-inch pipe   ¼-mile run   ⅞-point rise

ROMAN NUMERALS

12.29. A repeated letter repeats its value; a letter placed after one of greater value adds to it; a letter placed before one of greater value subtracts from it; a dashline over a letter denotes multiplied by 1,000.

I	1	XXIX	29	LXXV	75	DC	600
II	2	XXX	30	LXXIX	79	DCC	700
III	3	XXXV	35	LXXX	80	DCCC	800
IV	4	XXXIX	39	LXXXV	85	CM	900
V	5	XL	40	LXXXIX	89	M	1,000
VI	6	XLV	45	XC	90	MD	1,500
VII	7	XLIX	49	XCV	95	MM	2,000
VIII	8	L	50	XCIX	99	MMM	3,000
IX	9	LV	55	C	100	MMMM or M$\overline{\text{V}}$	4,000
X	10	LIX	59	CL	150	$\overline{\text{V}}$	5,000
XV	15	LX	60	CC	200	$\overline{\text{M}}$	1,000,000
XIX	19	LXV	65	CCC	300		
XX	20	LXIX	69	CD	400		
XXV	25	LXX	70	D	500		

Dates

MDC	1600	MCMX	1910	MCML	1950
MDCC	1700	MCMXX	1920	MCMLX	1960
MDCCC	1800	MCMXXX	1930	MCMLXX	1970
MCM or MDCCCC	1900	MCMXL	1940	MCMLXXX	1980

NOTES

13. TABULAR WORK

(See also Abbreviations; Leaderwork)

(See pp. 192–193 for sample table and tabular terms)

13.1. The object of a table is to present in a concise and orderly manner information that cannot be presented so clearly in any other way.

13.2. Tabular material should be kept as simple as possible, so that the meaning of the data can be easily grasped by the user.

13.3. Tables shall be set without down (vertical) rules when there is at least an em space between columns, except where: (1) In the judgment of the Government Printing Office down rules are required for clarity; (2) the agency has indicated on the copy they are to be used. The mere presence of down rules in copy or enclosed sample is not considered a request that down rules be used. The publication dictates the type size used in setting tables. The Congressional Record is set 6 on 7. The balance of congressional work sets 7 on 8.

Abbreviations

13.4. To avoid burdening tabular text, commonly known abbreviations (see rule 9.61 and abbreviation rules) are used in tables. Metric and unit-of-measurement abbreviations (p. 150) are used with figures.

13.5. The names of months (except May, June, and July) when followed by the day are abbreviated; otherwise months are spelled. However, in narrow reading columns or boxheads consisting solely of single months, the months may be abbreviated.

13.6. The words *street, avenue, place, road, square, boulevard, terrace, drive, court,* and *building,* following name or number, are abbreviated. For the numbered streets, avenues, etc., figures are used.

13.7. Abbreviate the words *United States* if preceding the word *Government,* the name of any Government organization, or as an adjective generally. (See rules 9.9–9.10.)

13.8. Use the abbreviations *RR.* and *Ry.* following name (except as indicated in rule 9.27), and *SS, MS,* etc., preceding name.

13.9. Use *lat.* and *long.* with figures.

13.10. Abbreviate, when followed by figures, the various parts of publications, as *article, part, section,* etc. (See rule 9.38.)

13.11. Use, generally, such abbreviations and contractions as *98th Cong., 1st sess., H. Res. 5, H.J. Res. 21, S. Doc. 62, S. Rept. 410* (see rules 9.42–9.43), *Rev. Stat.,* etc.

13.12. In columns containing names of persons, copy is followed as to abbreviations of given names.

13.13. Periods are not used after abbreviations followed by leaders, but are used before footnote references.

Bearoff (normally an en space)

13.14. An en space is used for all bearoffs.

13.15. In a crowded table, when down rules are necessary, the bearoff may be reduced in figure columns.

13.16. Fractions are set flush right to the bearoff of the allotted column width, and not aligned. (See example, p. 184.)

13.17. Mathematical signs, parentheses, fractions, and brackets are set with a normal bearoff.

Boxheads

Horizontal

13.18. Periods are omitted after all boxheads, but a dash is used after any boxhead which reads into the matter following.

13.19. Boxheads run crosswise.

13.20. Boxheads are set solid, even in leaded tables.

13.21. Boxheads are centered horizontally and vertically.

Down-Rule Style (See Rule 13.3)

Sex and age	Employed boys and girls whose work records were obtained						
	Total		Time of year at beginning work [depth of this box does not influence the depth of box on left]				
	Number	Distribution (percent)	June to August		September to May		Not reported
			Number	Distribution (percent)	Number	Distribution (percent)	
Boys (12 to 14)	3,869	45.5	1,415	9.6	2,405	15.8	49

No-Down-Rule Style (Preferred)

Table 9.—*Mine production of gold, silver, copper, lead, and zinc in 1953*

Class of material	Short tons	Gold (fine ounces)	Silver (fine ounces)	Copper (pounds)	Lead (pounds)	Zinc (pounds)
	Concentrate shipped to smelters and recoverable metals					
Copper	220,346	763	70,357	14,242,346	9,950	6,260
Lead	3,931	392	48,326	72,500	5,044,750	290,980
Zinc	25,159	269	41,078	263,400	581,590	26,441,270
Total:						
1953	249,436	1,424	159,756	14,578,246	5,636,290	26,738,510
1952	367,430	1,789	432,122	10,622,155	13,544,875	101,923,060
	Crude material shipped to smelters					
Dry gold, dry gold-silver ore	134	52	2,839	2,200		
Copper:						
Crude ore	107,270	844	39,861	2,442,882	124,100	2,200
Slag	421	10	165	285,421		
Lead	528	12	1,693	5,950	110,870	300
Mill cleanings (lead-zinc)	31		254	1,450	8,100	4,300
Total:						
1953	125,749	919	45,444	30,375,754	249,710	6,890
1952	166,184	1,042	47,176	41,601,845	497,125	26,940

13.22. In parallel tables, and when so prepared in divide tables, a spanner head that is divided is repeated on subsequent pages with the word *Continued.* (See pp. 194–195.)

13.23. In referring to quantity of things, the word *Number* in boxheads is spelled if possible.

13.24. Column numbers or letters in parentheses may be set under boxheads, and are separated by a quadline below the deepest head. (If alignment of parentheses is required within the table, use brackets in boxhead.) These column references align across the table. Units of quantity are set in parentheses within boxheads.

No-Down-Rule Style (Preferred)

States	Department of Agriculture				Department of Commerce		
	Commodity Credit Corporation, value of commodities donated	Special school milk program [1]	Value of commodities distributed within States	Disaster loans, etc. (payments to assist States in furnishing hay in drought-stricken areas)	Civil Aeronautics Administration—Federal airport program—regular grants	Bureau of Public Roads: Highway construction	
						Regular grants [2]	Emergency grants [3]
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Alabama	$4,730,154	$1,520,362	$7,970,875	....	$79,284	$1,176,401	$247,515
Alaska	393,484	269,274	591,487	....	297,266	12,366,106	472,749
Arizona	4,545,983	823,136	6,512,639	....	127,749	9,317,853	....

13.25. Leaders may be supplied in a column consisting entirely of symbols or years or dates or any combination of these.

Braces

13.26. Braces are avoided if possible; if used, they are placed in the left-hand bearoff of the column braced, or to the right of down rules, and should extend to the complete depth of the group, including overruns.

No-Down-Rule Style (Preferred)

New Jersey	....	659,425	659,425	62.35	....	649,374	62.35
New York Pennsylvania, Delaware, Maryland, and the District of Columbia	[1] 2,900,499	(1)	2,900,499	66.56 39.73	[1] 3,312,610	3,312,610	66.92 39.64
Tennessee	23,187	....	23,187	47.24	....	....	....
Virginia				54.32	19,718	19,718	53.60
South Dakota	640	....	640	51.03			46.00
Texas	5,453	....	5,453	51.50			52.50
Oklahoma				45.02	208	208	47.10
Utah	326,500	....	326,500	54.97	355,006	355,006	54.47

Down-Rule Style (See Rule 13.3)

New Jersey	....	659,425	659,425	62.35	....	649,374	62.35
New York	[1] 2,900,499	(2)	2,900,499	66.56	[1] 3,312,610	3,312,610	66.92
Pennsylvania, Delaware, Maryland, and the District of Columbia				39.73			39.64
Tennessee	23,187	....	23,187	47.24	....	....	....
Virginia				54.32	19,718	19,718	53.60
South Dakota	640	....	[1] 640	51.03			46.00
Texas	5,453	....	5,453	51.50			52.50
Oklahoma				45.02	208	208	47.10
Utah	326,500	....	326,500	54.97	355,006	355,006	54.47

Centerheads, flush entries, and subentries

13.27. Heads follow the style of the tables as to the use of figures and abbreviations.

13.28. Heads and headnotes over parallel tables center over the two-page spread of tables, except short lines. In heads over parallel tables, words are not divided between pages. (See pp. 194–195.)

13.29. In divide tables that are made up parallel, the heads and headnotes are set over parallel tables; the heads and the headnotes repeat on each succeeding page; the word *Continued* is used on the head only.

13.30. Punctuation is omitted after centerheads. Flush entries and subentries over subordinate items are followed by a colon (single subentry to run in, preserving the colon), but a dash is used instead of a colon when the entry reads into the matter below. (See also rules 13.101–13.102.)

No-Down-Rule Style (Preferred)

25	Miscellaneous powerplant equipment	245,040.37
26	Roads, railroads, and bridges	275,900.34
	Total	520,940.71
	TRANSMISSION PLANT	
42	Structures and improvements	26,253.53
43	Station equipment	966,164.41
	Total	992,417.94
	GENERAL PLANT	
	General plant:	
	Norris	753,248.97
	Other	15,335.81
	Total	768,584.78
	Grand total	2,281,943.43

13.31. In reading columns if centerhead clears reading matter below at least an em and there are leaders, no space is used under the head; if there are no leaders below and centerhead clears at least an em, the space is omitted; if it clears less than an em, a space is used. (See also rule 13.32.) However, if an overrun, rule, etc., in another column, or in the same column, creates a blank space above the head, the extra space is not added.

13.32. Units of quantity and years used as heads in reading and figure columns are set in italic with space above and no space below. If italic is not available in a font, a space is used both above and below the year.

No-Down-Rule Style (Preferred)

1941								
Oct. 1	35.6	15	Jan. 16	45.2	15	May 8	46.5	15
Oct. 31	45.0	15	Feb. 4	50.2	15	May 22	45.1	18
Nov. 14	40.9	18	Feb. 17	43.4	15	June 9	47.1	14
Dec. 24	41.7	15	Mar. 4	45.6	15	June 24	48.2	16
			Mar. 19	42.7	15	July 9	46.6	17
1942			Apr. 2	40.9	15	July 24	45.9	16
Jan. 3	43.9	15	Apr. 28	47.7	13	Aug. 6	46.5	16

Down-Rule Style (See Rule 13.3)

1941								
Oct. 1	35.6	15	Jan. 16	45.2	15	May 8	46.5	15
Oct. 31	45.0	15	Feb. 4	50.2	15	May 22	45.1	18
Nov. 14	40.9	18	Feb. 17	43.4	15	June 9	47.1	14
Dec. 24	41.7	15	Mar. 4	45.6	15	June 24	48.2	19
			Mar. 19	42.7	15	July 9	46.6	17
1942			Apr. 2	40.9	15	July 24	45.9	16
Jan. 3	43.9	15	Apr. 28	47.7	13	Aug. 6	46.5	16

13.33. Where the logical construction of a table requires, it is permissible to insert subheads between table-width cross rules, or between rules spanning all columns, except stub, within the table, to indicate the data to which they refer.

No-Down-Rule Style (Preferred)

C-302	Chehalis silty clay loam.	1	PK	2.58	9.13	1.62	0.255	2.21	0.95
			PKCa	2.45	8.78	1.24	.257	2.30	.95
			NPKCa	2.54	10.08	.54	.240	2.07	.89
SOILS DERIVED FROM ORGANIC MATERIAL									
C-303	Peat	1	Check	3.31	7.77	1.41	0.268	1.14	0.55
			P	3.14	6.66	1.42	.358	.83	.73
			PK	3.92	7.25	1.49	.310	1.78	.59
			PKCa	3.84	8.44	1.40	.289	1.83	.64

Down-Rule Style (See Rule 13.3)

C–302	Chehalis silty clay loam.	1	PK..........	2.58	9.13	1.62	0.255	2.21	0.95
			PKCa.....	2.45	8.78	1.24	.257	2.30	.95
			NPKCa..	2.54	10.08	.54	.240	2.07	.89
SOILS DERIVED FROM ORGANIC MATERIAL									
C–303	Peat..........................	1	Check.....	3.31	7.77	1.41	0.268	1.14	0.55
			P.............	3.14	6.66	1.42	.358	.83	.73
			PK..........	3.92	7.25	1.49	.310	1.78	.59
			PKCa.....	3.84	8.44	1.40	.289	1.83	.64

Ciphers

13.34. Where the first number in a column or under a cross rule is wholly a decimal, a cipher is added at the left of its decimal point. A cipher used alone in a money or other decimal column is placed in the unit row and is not followed by a period. In mixed units the cipher repeats before decimals unless group totals.

No-Down-Rule Style (Preferred)

January............................	+26.4	0	0	0	0	0	[1]+$0.7	27.1+	+40.4
February...........................	+66.7	0	0	0	0	0	−.9	65.8+	+98.1
March	+143.1	+2.6	−7.5	0	0	0	+12.4	150.6	+224.1
April.................................	+168.4	+6.9	+19.1	−1.1	+1.7	+4.4	+33.0	194.2+	+289.5

Down-Rule Style (See Rule 13.3)

January............................	+26.4	0	0	0	0	0	[1]+$0.7	27.1+	+40.4
February..........................	+66.7	0	0	0	0	0	−.9	65.8+	+98.1
March...............................	+143.1	+2.6	−7.5	0	0	0	+12.4	150.6	+224.1
April	+168.4	+6.9	+19.1	−1.1	+1.7	+4.4	+33.0	194.2+	+289.5

13.35. In columns containing both dollars and cents, ciphers will be supplied on right of decimal point in the absence of figures.

13.36. Where column consists of single decimal, supply a cipher on the right, unless the decimal is a cipher.

0.6
0
3.0
4.2
5.0

13.37. Where column has mixed decimals of two or more places, do not supply ciphers but follow copy.

0.22453
1.263
4
2.60
3.4567
78
12.6

102.14423

13.38. Copy is followed in the use of the word *None* or a cipher to indicate *None* in figure columns. If neither one appears in the copy, leaders are inserted, unless a clear is specifically requested.

13.39. In columns of figures under the heading £ *s d,* if a whole number of pounds is given, one cipher is supplied under *s* and one under *d;* if only shillings are given, one cipher is supplied under *d.*

13.40. In columns of figures under *Ft In,* if only feet are given, supply cipher under *In;* if only inches are given, clear under *Ft;* if ciphers are used for *None,* place one cipher under both *Ft* and *In.*

13.41. In any column containing sums of money, the period and ciphers are omitted if the column consists entirely of whole dollars.

Continued heads

13.42. In continued lines an em dash is used between the head and the word *Continued.* No period is carried after a continued line.

13.43. Continued heads over tables will be worded exactly like table heading. Notes above tables are repeated; footnote references are repeated in boxheads and in continued lines.

Dashes or rules

13.44. Rules are not carried in reading columns or columns consisting of serial or tracing numbers, but are carried through all figure columns.

13.45. Parallel rules are used to cut off figures from other figures below that are added or subtracted; also generally above a grand total. (For examples, see rules 13.31, 13.60, and 13.105.)

Ditto (do.)

13.46. The abbreviation *do.* is used in reading columns only, lowercased and preceded by leaders when there is matter in preceding column. If ditto marks are requested, opening quotes will be used.

13.47. Capitalize *Do.* in first and last columns.

13.48. To achieve consistency in the treatment of *do.*, tracing columns are counted as the first and last columns of table.

13.49. All *do.*'s should be uniform throughout column; if any one is lowercased, all in the column should be lowercased and preceded by leaders. (For examples see pp. 192–193.)

13.50. In mixed columns made up of figure and reading-matter items, *do.* is used only under the latter items.

13.51. *Do.* is not used—

(1) In a figure or symbol column;

(2) In the first line under a centerhead in the column in which the centerhead occurs;

(3) Under a line of leaders or a rule;

(4) Under an item italicized or set in boldface type for a specific reason (italic or boldface *do.* is never used; item is repeated);

(5) Under an abbreviated unit of quantity or other abbreviations;

(6) Under a braced group; and

(7) Under words of three letters or less.

13.52. *Do.* is used, however, under a clear space and under the word *None* in a reading column.

13.53. *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to *do.* (See table, pp. 192–193.)

13.54. Leaders are not used before *Do.* in the first column or before or after *Do.* in the last column.

13.55. In a first and/or last column 6 ems or less in width, a 1-em space is used before *Do.* In all other columns 6 ems or less in width, six periods are used. Bearoff is not included.

13.56. In a first and/or last column more that 6 ems in width, 2 ems of space are used before *Do.* In all other columns more than 6 ems in width, six periods are used. Bearoff space is not included. If the preceding line is indented, the indention of *Do.* is increased accordingly.

13.57. *Do.* under an indented item in an inside reading column, with or without matter in preceding column, is preceded by six periods which are indented to align with item above.

Divide tables. (See "Parallel and divide tables," p. 186.)

Dollar mark

13.58. The dollar mark or any other money symbol is placed close to the figure; it is used only at the head of the table and under cross rules when the same unit of value applies to the entire column.

13.59. In columns containing mixed amounts (as money, tons, gallons, etc.), the dollar mark, pound mark, peso mark, or other symbol, as required, is repeated before each sum of money.

13.60. If several sums of money are grouped together, they are separated from the nonmoney group by a parallel rule, and the symbol is placed on the first figure of the separated group only.

No-Down-Rule Style (Preferred)

	1958	1967
Water supply available (gallons)	4,000,000	3,000,000
Wheat production (bushels)	9,000,000	8,000,000
Operations:		
Water-dispatching operations	$442,496	$396,800
Malaria control	571,040	426,600
Plant protection	134,971	58,320
Total	1,148,507	881,720
Number of plants	642	525
Percent of budget	96.8	78.8

Note.—Preliminary figures.

Source: U.S. Department of Commerce, Bureau of the Census.

13.61. In a double money column, dollar marks are used in the first group of figures only; en dashes are aligned. (See also rule 13.123.)

$7–$9
10–12
314–316
1,014–1,016

13.62. The dollar mark is omitted from a first item consisting of a cipher.

0	*but* $0.12
$300	13.43
500	15.07
700	23.18

13.63. The dollar mark should be repeated in stub or reading columns.

0 to $0.99 ....
$1 to $24 ....
$25 to $49 ....
$50 to $74 ....

Double-up tables

13.64. A hairline rule is used to separate the two parts of a double-up table. If down rules are necessary, a parallel rule is used to separate the two parts.

No-Down-Rule Style (Preferred)

TABLE 14.—*Production of crude petroleum, 1962–63, by districts and fields, in thousand barrels*

[Oil & Gas Journal]

District and field	1962	1963	District and field	1962	1963
Southeast:			Lovington and East	1,136	2,472½
Arrowhead	809	953½	Other	14,648	22,183
Do	1,353	1,162	Northwest[2]	566	755
Hare	2,027	2,047	Total	22,174	31,042
Hobbs	(1)	(1)			
Langlie-Mattix	1,635	1,669			

[1] Included in "Other" fields.
[2] Bureau of Mines data.

Source: U.S. Department of Commerce, Bureau of the Census.

Down-Rule Style (See Rule 13.3)

TABLE 14.—*Production of crude petroleum, 1962–63, by districts and fields, in thousand barrels*

[Oil & Gas Journal]

District and field	1962	1963
Southeast:		
Arrowhead	809	953½
Do	(1,353)	1,162
Hare	2,027	2,047
Hobbs	(1)	(1)
Langlie-Mattix	1,635	1,669
Lovington and East	1,136	2,472½
Other	14,648	22,183
Northwest[2]	566	755
Total	22,174	31,042

Figure columns

13.65. Figures align on right. To conserve space in a table the bearoff may be reduced in figure columns only. There is no bearoff on leaders. (See rule 13.26.)

13.66. In a crowded table, when down rules are used, the bearoff may be reduced. It is preferable to retain the bearoff. The whole table, including all parts of a divided table, must be treated alike. (For example, see rule 13.26.)

13.67. Figures in parentheses align if so required.

13.68. In double rows of figures in a single column, connected by a dash, a plus, or minus sign, and in dates appearing in the form *2–12–43,* the dashes or signs are aligned.

13.69. Plus or minus signs at the left of figures are placed against the figures regardless of alignment; plus and minus signs at the right of figures are cleared. (For example, see rule 13.34.)

13.70. Words and Roman numerals in figure columns are aligned on the right with the figures, without periods.

No-Down-Rule Style (Preferred)

Median value of livestock	$224	$62	....
Median value of machinery	$54	Small	....
Median value of furniture	$211	$100	....
Possessing automobiles (percent)	25	17	....
Median age (years)			5.5
Median value			$144
Fraternal membership:			
Men		IV	486
Women			None

Down-Rule Style (See Rule 13.3)

Median value of livestock	$224	$82	....
Median value of machinery	$54	Small	....
Median value of furniture	$211	$100	....
Possessing automobiles (percent)	25	17	....
Median age (years)	....	....	5.5
Median value	....	....	$144
Fraternal membership:			
Men	....	IV	486
Women	....	....	None

13.71. For symbols and letters in columns, see rules 13.127–13.128.

13.72. Figures (including decimal and common fractions) expressing mixed units of quantity (feet, dollars, etc.) and figures in parentheses are aligned on the right.

13.73. Decimal points are aligned except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage) and have irregular decimals.

13.74. It is preferred that all columns in a table consisting entirely of figure columns be centered.

Footnotes and references

13.75. Footnotes to tables are numbered independently from footnotes to text.

13.76. Superior figures are used for footnote references, beginning with 1 in each table.

13.77. If figures might lead to ambiguity (for example, in connection with a chemical formula), asterisks, daggers, or italic superior letters, etc., may be used.

13.78. When items carry several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference. (See rule 15.15.) These, in the same sequence, precede mathematical signs. A thin space is used to bear off an asterisk, dagger, or similar character.

13.79. Footnote references are repeated in boxheads or in continued lines over tables.

13.80. References to footnotes are numbered consecutively across the page from left to right, and across both pages in a parallel table. (For examples, see pp. 192–195.)

13.81. Footnotes to a parallel table begin on the even page unless there are no references on that page. With references on each page, footnotes are made up in approximately equal depth on both pages.

13.82. In a divide table, references to footnotes are numbered consecutively across and down the first part of the divide, then similarly in the second part.

13.83. Footnote references are placed at the right in reading columns and symbol columns, and at the left in figure columns (also at the left of such words as *None* in figure columns), and are separated by a thin space. (See table, pp. 192–193.)

13.84. Two or more footnote references occurring together are separated by spaces, not commas. (For example, see rule 13.133.)

13.85. In a figure column, a footnote reference standing alone is set in parentheses and flushed right. In a reading column, it is set at the left in parentheses and is followed by leaders, but in the last column it is followed by a period, as if it were a word. In a symbol column it is set at left and cleared.

13.86. Numbered footnotes are placed immediately beneath the table. If a sign or letter reference in the heading of a table is to be followed, it is not changed to become the first numbered reference mark. The footnote to it precedes all other footnotes.

13.87. For better makeup or appearance, footnotes may be placed at the end of a lengthy table. A line reading "Footnotes at end of table." is supplied.

13.88. If the footnotes to both table and text fall together at the bottom of a page, the footnotes to the table are placed above the footnotes to the text, and the two groups are separated by a 50-point rule flush left; but if there are footnotes to the text and none to the table, the 50-point rule is retained.

13.89. Footnotes to cut-in and indented tables and tables in rules are set full measure, except when footnotes are short, they can be set in 1 em under indented table.

13.90. Footnotes are set as paragraphs, but two or more short footnotes should be combined into one line, separated by not less than 2 ems. (See rule 2.20.)

13.91. The footnotes and notes to tables are set solid.

13.92. Footnotes and notes to tables and boxheads are set the same size, but not smaller than 6 point.

13.93. Footnotes to tables follow tabular style in the use of abbreviations, figures, etc.

13.94. In footnotes, numbers are expressed in figures, even at the beginning of a note or sentence. (For fractions, see rule 13.98.)

13.95. If a footnote consists entirely or partly of a table or leaderwork, it should always be preceded by introductory matter carrying the reference number; if necessary, the copy preparer should add an introductory line, such as "[1] See the following table:".

13.96. An explanatory paragraph without specific reference but belonging to the table rather than to the text follows the footnotes, if any, and is separated from them or from the table by space.

Fractions

13.97. All fractions are set flush right to the bearoff.

No-Down-Rule Style (Preferred)

Total length	40¾	41	0.42	43	44	0.455	46	47	48	½ in.
Sleeve length	10⅝	10	10	10	11	11	11	11	11	1 in.
Armhole length	8⅝	8½	9	9½	9½	10	10½	10½	11	1 in.
Sleeve cuff length (if cuff is used).	5½	5½	5½	5$\frac{7}{12}$	5½	5$\frac{7}{12}$	5½	5½	5½	Maximum.
Neck opening	26½	26	27$\frac{17}{32}$	28$\frac{15}{32}$	28	29$\frac{17}{32}$	30	30	31	2 in.
Waist:										
7, 8, 9, 10 cut	23½	24	25½	27$\frac{15}{32}$	28	29½	31	32	33½	6 pct.
11, 12, 14 cut	22½	23½	25	26½	27½	29	30½	31½	33	6 pct.

13.98. Fractions standing alone are expressed in figures, even at the beginning of a line, but not at the beginning of a footnote.

Headnotes

13.99. Headnotes should be set lowercase, but not smaller than 6 point, bracketed, and period omitted at end, even if the statement is a complete sentence; but periods should not be omitted internally if required by sentence structure.

13.100. Headnotes are repeated under continued heads but the word *Continued* is not added to the headnote.

Indentions and overruns

Subentries

13.101. The indention of subentries is determined by the width of the stub or reading column. Subentries in columns more than 15 ems wide are indented in 2-em units; in columns 15 ems or less, with short entry lines and few overruns, 2-em indentions are also used. All overruns are indented 1 em more.

13.102. Subentries in columns of 15 ems or less are indented in 1-em units. Overruns are indented 1 em more.

Total, mean, and average lines

13.103. All total (also mean and average) lines are indented 3 ems. In very narrow stub columns, total lines may be reduced to 1- or 2-em indentions, depending on length of line.

13.104. Where overrun of item above conflicts, the total line is indented 1 em more. Runovers of total lines are also 1 em more.

13.105. It is not necessary to maintain uniform indention of the word *Total* throughout the same table. The word *Total* is supplied when not in copy.

No-Down-Rule Style (Preferred)

Wide stub column—subentries 2 ems	Total, all banks	National banks	Non-national banks	Building associations
ASSETS				
Loans and discounts:				
Loans to banks	$74,518	$1,267,493	$947,289	$135,619
Commercial and industrial loans	2,753,456	450,916	211,597	18,949
Total (total lines generally indent 3 ems)	2,827,974	718,409	1,158,886	154,568
Real estate loans:				
Secured by farmland	12,532	29,854	186,228	19,044
Secured by residential property other than rural and farm	1,011,856	167,765	1,554,084	3,172,837
Total (indent 1 em more to avoid conflict with line above)	1,024,388	194,619	1,740,312	3,191,881
Securities:				
U.S. Government obligations:				
Direct obligations:				
U.S. savings bonds	1,149,764	3,285,721	2,361,796	23,506
Nonmarketable bonds (including investment series A-1965)	242,500	490,677	732,689	167,735
Total (indent 1 em more than runover above)	1,392,264	3,776,398	3,094,485	191,241

Italic

13.106. Names of vessels and aircraft (except in columns consisting entirely of such names), titles of legal cases (except *v.* for *versus*), and certain scientific terms are set in italic. The word "Total" and headings in the column do not affect the application of this rule. In gothic typefaces without italic, quotes are allowed.

13.107. Set "See" and "See also" in roman. (See rule 15.21.)

Leaders

13.108. Leaders run across the entire table except that they are omitted from a last reading column. (For example, see table, pp. 192–193.)

13.109. The style of leadering is guided by two rules: (1) Tables with a single reading column leader from the bottom line, and (2) tables with any combination of more than one reading or symbol column leader from the top line.

13.110. If leadering from the top line, overruns end with a period. (For example, see table, pp. 192–193.)

13.111. A column of dates is regarded as a reading column only if leaders are added; in all other cases it is treated as a figure column.

13.112. In parallel tables and in tables with tracing figures on left and right of page, leader from top line. (See pp. 192–193.)

Numerals in tables

13.113. Figures, ordinals, and fractions are used in all parts of a table, except fractions which will be spelled out at the beginning of a footnote. (See also rules 13.94, 13.98, and 13.126.)

Overruns. (See "Indentions and overruns.")

Parallel and divide tables

Parallel tables. (For examples, see pp. 194–195.)

13.114. Parallel tables are set in pairs of pages, beginning on a left-hand page and running across to facing right-hand page; leader from the top line.

13.115. Heads and headnotes center across the pair of pages, with 2-em hanging indention for three or more lines when combined measure exceeds 30 picas in width. Two-line heads are set across the pair of pages. A single-line head or headnote is divided evenly, each part set flush right and left, respectively. Words are not divided between pages.

13.116. Boxheads are set as described on pages 174–175. Boxheads and horizontal rules align across both pages.

13.117. Boxheads are not divided but are repeated, with *Continued* added.

13.118. Vertical rules are used on the right of even pages and on the left of odd pages only when down rules are used.

13.119. Tracing figures are carried through from the outside columns of both pages and are set to "leader from the top line."

Divide tables

13.120. In divide tables that are made up parallel, with stub column repeated, the head and headnote repeat on each succeeding page, with *Continued* added to the head only.

No-Down-Rule Style (Preferred)

TABLE 1.—*Data available in Source Book of Statistics of Income from corporation returns for the years 1965–66*

[Excludes consolidated returns of inactive corporations]

Division and State	All industries	Agriculture, forestry, and fishery	Mining	Construction	Manufacturing	Transportation, communication, and other public utilities	Wholesale and retail trade
United States	34,627,905	7,988,243	902,061	2,032,023	8,250,690	2,768,267	5,509,228
New England	328,287	54,315	841	20,801	118,074	22,664	50,112
Maine	204,215	38,756	533	11,906	68,160	15,062	31,473
New Hampshire	124,072	15,559	308	8,895	49,914	7,602	18,639
Middle Atlantic	7,059,570	442,137	235,385	453,940	2,210,034	700,217	1,329,225
New York	3,521,163	206,354	8,614	235,763	968,453	363,343	739,295

No-Down-Rule Style (Preferred)

TABLE 1.—*Data available in Source Book of Statistics of Income from corporation returns for the years 1965–66*—Continued

[Excludes consolidated returns of inactive corporations]

Division and State	Finance, insurance, and real estate	Business and repair service	Personal service	Amusement, recreation, and related services	Professional and related services	Government	Industry not reported
United States	1,013,297	789,377	1,133,585	316,063	1,472,453	1,414,069	450,570
New England	5,900	9,369	10,973	2,310	13,815	13,735	6,376
Maine	3,586	5,179	6,504	1,457	8,253	9,295	4,029
New Hampshire	2,314	3,170	4,469	853	5,562	4,440	2,347
Middle Atlantic	341,574	183,586	290,986	14,541	374,017	309,017	123,832
New York	216,106	101,091	172,664	47,231	212,765	182,687	65,807

13.121. Tables with tracing figures or stub, or both, repeating on the left of odd pages, are divide tables and not parallel tables. Over such tables the heads are repeated, with *Continued* added. Outside vertical rules are not used.

Reading columns

13.122. Figures or combinations of figures and letters used to form a reading column align on left and are followed by leaders. *Do.* is not used under such items.

13.123. The en dash is not to be used for *to* in a reading column; if both occur, change to *to* throughout.

13.124. Cut-in items following a colon are indented 2 ems.

13.125. Run in single entry under colon line; retain the colon.

13.126. Numerical terms, including numbered streets, avenues, etc., are expressed in figures, even at the beginning of an item. (See also rules 9.16 and 12.13.)

Symbol columns

13.127. A column consisting entirely of letters, letters and figures, symbols, or signs, or any combination of these, is called a symbol column. It should be set flush left and cleared, except when it takes the place of the stub, it should then be leadered. No closing period is used when such column is the last column. Blank lines in a last column are cleared. *Do.* is not used in a symbol column.

No-Down-Rule Style (Preferred)

Symbol	Typical commercial designation	Army product symbol	Filing order symbol	General description	Specification symbol
GM(2)	Gasoline and diesel engine oil, SAE10 and SAE10W grades.	OR10	A	Fuel, grease, chassis, or soap base.	G.&D.
CG	Ball and roller bearing grease.	41–X–59	N	Extreme pressure..................	BR
CW[1]	Wheel-bearing grease...........	OE20[2]	X	......do......................................	WBG[3]
	Grease not typified	....	....	Further tests being conducted.	
G090	Universal gear lubricant.....	S.&T.	B	Water-pump grease...............	80D
	(Stub or reading column)			(Reading column)	

13.128. Columns composed of both symbols and figures are treated as figure columns and are set flush right. In case of blank lines in a last column, leaders will be used as in figure columns.

No-Down-Rule Style (Preferred)

Symbol or catalog number	Typical commercial designation	Symbol or product number	Symbol or filing order symbol	General description	Symbol or specification number
WBD	Chassis grease, cup grease, under pressure.	961	A	Especially adapted to very cold climates.	1359
14L88	Water-pump bearing grease.....	SWA	352	Under moderate pressure......................	....
5190	Exposed gear chain lubricant..	12L	N	High-speed use...........................	AE10
	E.P. hypoid lubricant	863	X	For experimental use only.......	NXL
376	Special grade for marine use..................		468	Free flowing in any weather ...	749
	(Stub or reading column)			(Reading column)	

Tables without rules

13.129. It is preferable to set all tables alike; that is, without either down rules or cross rules and with roman boxheads. When so indicated on copy, by ordering agency, tabular matter may be set without rules, with italic boxheads. The same arrangement and bearoff for figures prevails as in ruled tables; that is, neither leaders nor rules bear off.

13.130. Column heads over figure columns in 6- or 8-point tables are set in 6-point italic, solid.

13.131. Horizontal rules (spanner) used between a spread or upper level column heading carried over two or more lower level column headings are set continuous and without break, from left to right, between the two levels of such headings.

TABLE 9.—*Changes in fixed assets and related allowances*

	Fixed assets					
		Investment		*Operations*		
	Balance June 30, 1966 (table 9-a)	*Current additions*	*Adjustments*	*Transfers*	*Retirements*	*Balance June 30, 1966*
Supporting and general facilities:						
Transportation and utilities:						
Panama Railroad	$12,123,197	$306		($539)	($284,358)	$11,838,606
Motor Transportation Division	2,242,999	122,597		2,143	(147,561)	2,220,178
Steamship line	13,653,989	10,247				13,664,236
Power system	19,364,373	366,311		(342)	(290,174)	19,440,168
Communication system	2,739,012	151,819	($113,261)		(26,100)	2,751,470
Water system and hydroelectric facilities	10,590,820	104,039		1,661	(48,920)	10,647,600
Total, transportation and utilities	60,714,390	755,319	(113,261)	2,923	(797,113)	60,562,258
Employee service and facilities:						
Commissary Division	7,012,701	105,952	(130,891)	21,777	(36,418)	6,973,121
Service centers	3,684,670	29,086		530	(230,276)	3,484,010
Housing Division	35,729,465	(10,336)		(485,548)	(937,916)	34,295,665
Total employee service and facilities	46,426,836	124,702	(130,891)	(463,241)	(1,204,610)	44,752,796
Grand total	107,141,236	880,021	(244,152)	(466,164)	(2,001,723)	105,315,054

13.132. More than one figure column, also illustrating use of dollar mark, rule, bearoff, etc.

For property purchased from—			
Central Pipeline Distributing Co.:			
Capital stock issued recorded amount		$75,000	
Undetermined consideration recorded		341	
Pan American Bonded Pipeline Co.: Recorded money outlay		3,476	
M.J. Mitchell: Recorded money outlay		730	
R. Lacy, Inc., and Lynch Refining Co.:			
Recorded money outlay	$157,000		
Note issued	100,000		
Subtotal	257,000		
Less value of oil in lines and salvaged construction material	26,555	230,445	$309,992
For construction, improvements, and replacements, recorded money outlay			522
For construction work in progress, recorded money outlay			933,605
Total			1,244,119

	Quantity (million cubic feet)	*Value at point of consumption*
Use:		
Residential	34,842	$21,218,778
Commercial	14,404	5,257,468
Industrial:		
Field (drilling, pumping, etc.)	144,052	10,419,000
All other industrial:		
Fuel for petroleum refineries	96,702	....
Other, including electric utility plants	346,704	61,440,000
Total	636,704	98,335,246

		Estimated	
	1953	*1957*	*Change*
General account:			
Receipts	$64,800	$69,800	+$5,000
Expenditures	(70,300)	(67,100)	(−3,200)
Net improvement, 1957 over 1953			1,800
Deduct 1953 deficit			1,500
Net surplus, estimated for 1957			300

[In U.S.-dollar equivalent]

Balance with the Treasury Department July 1, 1954		$165,367,704.85
Receipts:		
Collections	$564,944,502.99	
Return from agency accounts of currencies advanced for liquidation of obligations incurred prior to July 1, 1953	4,450,577.07	
Total receipts		569,395,080.06
Total available		734,762,784.91

Total, mean, and average lines. (See rules 13.103–13.105.)

Units of quantity

13.133. Units of quantity in stub columns are set in lowercase in plural form and placed in parentheses.

No-Down-Rule Style (Preferred)

Coke (short tons)	4,468,437	[1] 25,526,646	5,080,403	[2] 29,519,871
Diatomite	(1 2 3)	(1)	(1)	(1 2 3)
Emery (pounds)	765	6,828	1,046	9,349
Feldspar (crude) (long tons)	(1)	(1)	(1)	(1)
Ferroalloys (short tons)	183,465	[2] 18,388,766	259,303	[2] 30,719,756

13.134. Units of quantity and other words as headings over figure columns are used at the beginning of a table or at the head of a continued page or continued column in a double-up table.

13.135. Over figure columns, units of quantity and other words used as headings, and the abbreviations *a.m.* and *p.m.*, if not included in the boxheads, are set in italic and are placed immediately above the figures, without periods other than abbreviating periods. In congressional work (gothic), or at any time when italic is not available, these units should be placed in the boxheads in parentheses. Any well-known abbreviation will be used to save an overrun, but if one unit of quantity is abbreviated, all in the same table will be abbreviated. If units change in a column, the new units are set in italic with space above and no space below. The space is placed both above and below only when there is no italic available. (See examples, pp. 192–193.)

Quoted tabular work

13.136. When a table is part of quoted matter, quotation marks will open on each centerhead on top of table, on first centered boxhead then on each footnote paragraph, and if table is end of quoted matter, quotation marks close at end of footnotes. If there are no footnotes and the table is the end of the quotation, quotation marks close at end of last item.

DEFINITION AND PARTS OF A TABLE

To define and describe fully all of the many parts, terms, and details which enter into tabular presentation is difficult to explain in a few words or to understand readily without an accompanying visual example. The example shown is directed at those concerned with the construction and makeup of tables, with guidelines identifying tabular terms and details. Many of the terms can be applied to any form of tabular matter.

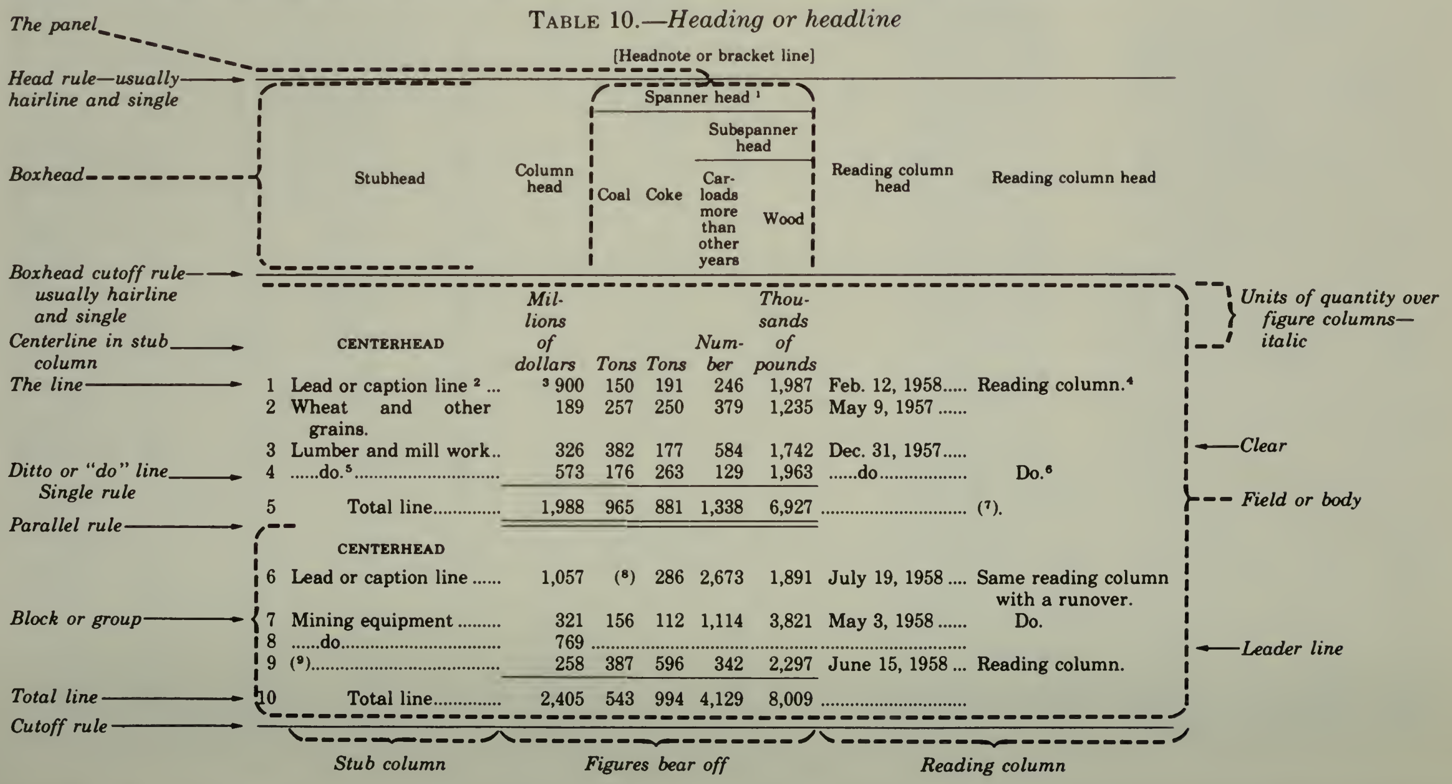

TABLE 10.—*Heading or headline*

[Headnote or bracket line]

	Stubhead	Column head	Spanner head [1]				Reading column head	Reading column head
					Subspanner head			
			Coal	Coke	Carloads more than other years	Wood		
	CENTERHEAD	*Millions of dollars*	*Tons*	*Tons*	*Number*	*Thousands of pounds*		
1	Lead or caption line [2] ...	[3] 900	150	191	246	1,987	Feb. 12, 1958.....	Reading column.[4]
2	Wheat and other grains.	189	257	250	379	1,235	May 9, 1957	
3	Lumber and mill work..	326	382	177	584	1,742	Dec. 31, 1957.....	
4	......do.[5]................	573	176	263	129	1,963	......do..............	Do.[6]
5	Total line..............	1,988	965	881	1,338	6,927	....	(7).
	CENTERHEAD							
6	Lead or caption line	1,057	(8)	286	2,673	1,891	July 19, 1958	Same reading column with a runover.
7	Mining equipment	321	156	112	1,114	3,821	May 3, 1958	Do.
8	......do..................	769	......	......	......	......	....	
9	(9)......................	258	387	596	342	2,297	June 15, 1958 ...	Reading column.
10	Total line..............	2,405	543	994	4,129	8,009	....	

Cutoff rule

Colon line
Subentry
Flush line
Runover indention

2 READING COLUMNS

(Leader from top line)

1	Dairy products:									1
2	In ctns (pounds)......	1,485,692	380	462		3,624	Mar. 3, 1958......	Reading column.	Reading column...........	2
3	In cans (pounds)......	263,491	....	198	3,762	5,783	Dec. 17, 1957.....	Do.	......do.........................	3
4	Clay products (other than pottery, refractories) (boxes).	325,000	621	....	4,111	1,926	Nov. 26, 1957....	Do.	......do.........................	4
5	Ferrous alloys (tons)......	163,381	556	276	1,985	112,812	......do.................	Same reading column.	Same reading column..	5

1 READING COLUMN

(Leader from bottom line)

1	A short line (boxes)........	13,092	748	365	2,421	986	7,654,000	5,137
2	A long, crowded line (thousands of tons)....	5,692	345	721	2,679	3,542	962,111	4,728
3	A very long line that runs over (crates).......	386,591	475	582	13,563	12,297	82,129	18,591,763

If tracer-figure (line number) column is used on right, preceding column will carry leaders to adjacent cast and leader from top

Foot or bottom rule usually hairline and single

Tracer-figure (line number) column

Footnotes or reference lines

[1] Reference number in boxheading.
[2] Reference number followed by leaders in stub or inside reading column.
[3] Reference number in figure column.
[4] Reference number in last or outside reading column.
[5] Reference number following "do" in inside reading column.
[6] Reference number following "Do" in last or outside column.
[7] Reference number standing alone in last or outside column, enclosed in parentheses followed by period "(7).," and quadded out to end of line.
[8] Reference number standing alone in figure column, enclosed in parentheses (8).
[9] Reference number standing alone in inside reading column, enclosed in parentheses (9), and leadered out to cast on right.

Note.—If no tracer-figure column is used on the left of table and the stub or reading column is set flush, "Do." will be capitalized and leadered out to cast on right.

No-Down-Rule Style (Preferred)

PARALLEL

CHART I.—*Data available in the Source Book of Statistics*

[For list of major and minor

NOTE.—Under each classification data are shown (1) in composite,

Fiscal year or month	Budget receipts and expenditures [1]			Trust account and other transactions, net receipts, or expenditures (−)[4]	Clearing account [5]
	Net receipts [2]	Expenditures [3]	Surplus, or deficit (−)		
1932	$1,923,913,117	$4,659,202,825	−$2,735,289,708	[11]−$5,178,050	....
1933	2,021,212,943	4,622,865,028	−2,601,652,085	−5,009,989	....
1934	3,064,267,912	6,693,899,854	−3,629,631,943	834,880,108	....

NOTE.—References to footnotes are numbered across parallel pages from left to right and top to bottom.

No-Down-Rule Style (Preferred)

PARALLEL TABLE WITH

TABLE 6.—*Corporation returns with balance sheets,[1] 1949, by total assets returns with no net income:[3] Number of returns, selected assets and deficit, and dividends paid in cash and assets other than own stock;*

[Total assets classes and money

		Major industrial groups				
		Finance, insurance, real estate, and lessors of real property in 1957			Services	
		Insurance carriers, agencies, and agents—Insurance agents and brokers	Real estate, except lessors of real property other than buildings	Lessors of real property, except buildings	Total services	Hotels and other lodging places
1	Number of returns [4]	5,341	76,010	3,589	29,468	3,584
	Receipts:					
2	Gross sales [7]	....	23,089	....	1,314,378	437,633
3	Gross receipts from operations [8]	349,983	1,065,196	....	5,823,484	714,254
	Interest on Government obligations (less amortizable bond premium):					
4	Wholly taxable [9]	373	3,631	4,084	4,075	1,194
5	Subject to surtax only [10]	24	314	70	123	8
6	Wholly tax exempt [11]	17	621	117	652	12

NOTE.—Preparers of parallel tables will indicate the width of 1 page immediately adjacent the instruction

TABLE

of Income from corporation returns for the years 1926–66

industrial groups, see chart II]

(2) for returns with net income, and (3) for returns with no net income

Public debt, net increase or decrease (−)	Cash balance in account of the Treasurer of the United States, net increase or decrease (−)	Amount, end of period				
		Cash balance in account of the Treasurer of the United States	Debt outstanding [6]			Subject to limitation [10]
			Public debt [7]	Guaranteed obligations [8]	Total [9]	
$2,685,720	−$54,746,805	$417,197,178	$19,487,002	....	$19,487,002	(12)
3,051,670	445,008,042	862,205,221	22,538,672	....	22,538,672	(12)
4,514,468	1,719,717,020	2,581,922,240	27,053,141	$680,767,817	27,733,909	(12)

TRACING FIGURES

classes, and by major industrial groups,[2] for returns with net income and liabilities, selected receipts, compiled net profit or net loss, net income or also, for returns with net income, the income tax

figures in thousands of dollars]

Major industrial groups—Continued								
Services—Continued								
Personal services	Business services	Automotive repair services and garages	Miscellaneous repair services, hand trades	Motion pictures	Amusement, except motion pictures	Other services, including schools	Nature of business not allocable	
[5]6,689	6,067	2,488	[6]1,190	3,558	2,822	3,070	902	1
312,555	181,732	113,906	88,304	72,602	51,215	56,431	57,971	2
865,090	1,599,119	157,940	113,000	1,480,924	431,053	462,104	17,938	3
259	734	126	24	1,041	358	339	41	4
11	69	1	3	7	6	18	15	5
[12]34	40	1	....	542	2	21	23	6

"parallel table." In the example above, the table should be rubberstamped "parallel table 26½ picas."

NOTES

14. LEADERWORK

(See also Abbreviations; Tabular Work)

14.1. Leaderwork is a simple form of tabular work without boxheads or rules and is separated from text by 4 points of space above and below in solid matter and 6 points of space in leaded matter. It consists of a reading (stub) column and a figure column, leadered from the bottom line. It may also consist of two reading columns, aligning on the top line. In general, leaderwork (except indexes and tables of contents, which are set the same style as text) is governed by the same rules of style as tabular work. Unless otherwise indicated, leaderwork is set in 8 point. The period is omitted immediately before leaders. (See also "Tables without rules," p. 188.)

Bearoff

14.2. No bearoff is required at the right in a single reading column.

Columns

14.3. A figure column is at least an en quad wider than the largest group of figures, but not less than 3 ems in single columns and 2 ems in double-up columns. Total rules are to be the full width of all figure columns.

	[1]*Pounds*
Year: 1952	655,939
Fiscal year:	
1954	368,233
1955	100,000
Total	1,124,172

[1] Certain production methods require the use of an 8-point italic centered heading here.

14.4. Where both columns are reading columns, they are separated by an em space.

Particulars	*Artist*
To the French Government:	
The entire collection of French paintings on loan, with the exception of Mlle. DuBourg (Mme. Fantin-Latour).	Degas.
Avant la Course	Do.
To Col. Axel H. Oxholm, Washington, DC:	
Martha Washington, George Washington, and Thomas Jefferson.	Attributed to Jonathan E. Earl, Los Angeles, CA.
Roses	Renoir.
Do	Forain.
Roses in a Chinese Vase and Sculpture by Maillol.	Vuillard.
Maternity	Gauguin.

Continued heads

14.5. The use of continued lines is no longer in effect.

Ditto

14.6. The abbreviation *do.* is indented and capitalized in stub. It is capitalized and cleared in last reading column. (See rules 14.4 and 14.20.)

Dollar mark and ciphers

14.7. The dollar mark or any other money symbol is used at the beginning of each statement.

14.8. In a column containing mixed amounts (as money, tons, gallons, etc.) the figures are aligned on the right, and the dollar mark or other symbol is repeated before each sum of money. If several sums of money are grouped and added to make a total, they are separated from the nonmoney group by a parallel rule, and the symbol is placed on the first figure of the separated group only. (See rule 13.60.)

14.9. If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

Flush items and subheads

14.10. Flush items clear the figure column.

14.11. Subheads are centered in full measure.

Footnotes

14.12. Footnotes to leaderwork follow the style of footnotes to tables. (See "Footnotes and references," p. 183.)

14.13. Footnote references begin with 1 in each leadered grouping, and footnotes are placed at end, separated from it by 4 points of space. Separate notes from matter following by not less than 6 points of space.

14.14. If the leaderwork runs over from one page to another, they will be placed at the bottom of the leadered material.[1]

Units of quantity

14.15. Units of quantity or other words over a stub or figure column are set italic.

14.16. The example below shows the style to be observed where there is a short colon line at left. In case of only one subentry, run in with colon line and preserve the colon.

Baltimore & Ohio RR.:	
Freight carried:	*Tons*
May	50,000
June	52,000
Coal carried	90,000
Dixie RR.: Freight carried Jan. 1, 1978, including freight carried by all its subsidiaries	[1] 2,000

[1] Livestock not included.

---

[1] If footnotes to leaderwork and text fall at bottom of page, leaderwork footnotes are placed above text footnotes. The two groups are separated by a 50-point rule.

14.17. If there is no colon line, the style is as follows:

Freight carried by the Dixie RR. and the Baltimore & Ohio	*Tons*
RR. in May	71,500

14.18. Explanatory matter is set in 6 point under leaders (note omission of period):

....

(Name) (Address) (Position)

14.19. In blank forms, leaders used in place of complete words to be supplied are preceded and followed by a space.

On this .... day of .... 19......

14.20. In half measure doubled up, units of quantity are aligned across the page. (See also rule 15.22.)

Seedlings:	*Inches*		*Inches*
Black locust..................................	27	Osage-orange..............................	20
Honey locust	16	Catalpa..	16
Green ash	7	Black walnut...............................	10

14.21. Mixed units of quantity and amounts and words in figure column are set as follows:

Capital invested..	$8,000
Value of implements and stock..	$3,000
Land under cultivation (acres)...	128.6
Orchard (acres)	21.4
Forest land (square miles)	50
Livestock:	
Horses:	
Number...	8
Value..	$1,500
Cows:	
Number...	18
Estimated weekly production of butter per milk cow (pounds).............	7½
Hogs:	
Number...	46
Loss from cholera	None

NOTES

15. TEXT FOOTNOTES, INDEXES, AND CONTENTS

FOOTNOTES AND REFERENCE MARKS

(For footnotes in tabular work, see p. 183.)

15.1. Except as noted under "Abbreviations" (p. 135), footnotes to text follow the style of text.

15.2. In a publication divided into chapters, sections, or articles, each beginning a new page, text footnotes begin with 1 in each such division. In a publication without such divisional grouping, footnotes are numbered consecutively from 1 to 99, and then begin with 1 again. However, in supplemental sections, such as appendixes and bibliographies, which are not parts of the publication proper, footnotes begin with 1.

15.3. Copy preparers must see that references and footnotes are plainly marked and must also indicate the measure if footnotes are to be doubled up.

15.4. On a job that is not completed, the last footnote number must be given to the supervisor, who will record it so that there will be no question as to next footnote number.

15.5. If a reference is repeated on another page, it should carry the original footnote; but to avoid repetition of a long note, the copy preparer may use the words "See footnote 3 (6, etc.) on p.—" instead of the entire footnote.

15.6. Unless copy is otherwise marked: (1) Footnotes to 12-point text (except 12-point briefs) are set in 8 point; (2) footnotes to 11-point text are set in 8 point, except in Supreme Court reports, in which they are set in 9 point; (3) footnotes to 10- and 8-point text are set in 7 point. (See also "Courtwork," p. 215.)

15.7. Footnotes are set as paragraphs at the bottom of the page and are separated from the text by a 50-point rule, flush on the left, with no less than 2 points of space above and below the rule.

15.8. Footnotes to indented matter (other than excerpt footnotes) are set full measure. (See also rule 13.89.)

15.9. To achieve faithful reproduction of indented excerpt material (particularly legal work) containing original footnotes, these footnotes are also indented and placed at bottom of excerpt, separated by 6 points of space. No side dash is used. Reference numbers are not changed to fit numbering sequence of text footnotes.

15.10. Footnotes must always begin on the page carrying the reference. The breaking over of a footnote from one page to the next should be avoided.[1]

15.11. Footnotes to charts, graphs, and other illustrations should be placed immediately beneath such illustrative material.

---

[1] When a footnote breaks from an odd (right-hand) page to an even (left-hand) page, the word (*Continued*) will be placed flush right below the last line where the break occurs. The usual 50-point dash is used above each part. Where break occurs on facing pages; i.e., from even page to odd page, do not use (*Continued*) lines.

15.12. A cutoff dash is not required between the chart or graph and the footnotes.

15.13. For reference marks use: (1) Roman superior figures, (2) italic superior letters, and (3) symbols. Superior figures (preferred), letters, and symbols are separated from the words to which they apply by thin spaces, unless immediately preceded by periods or commas.

15.14. Where reference figures might lead to ambiguity (for example, in matter containing exponents), asterisks, daggers, etc., or italic superior letters may be used.

15.15. When symbols or signs are used for footnote reference marks, their sequence should be (*) asterisk, (†) dagger, (‡) double dagger, and (§) section mark. Should more symbols be needed, these may be doubled or tripled, but for simplicity and greater readability, it is preferable to extend the assortment by adding other single-character symbols.

15.16. Symbols with commonly established other meanings likely to produce confusion, such as the percent mark (%) and the number mark (#), should not be used.

15.17. To avoid possible confusion with numerals and letters frequently occurring in charts and graphs, it is preferable in such instances to use symbols as reference marks.

15.18. When items carry several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference.

15.19. A superior reference mark follows all punctuation marks except a dash, but falls inside a closing parenthesis or bracket if applying only to matter within the parentheses or brackets.

15.20. Two or more superior footnote references occurring together are separated by thin spaces.

INDEXES AND TABLES OF CONTENTS

15.21. Indexes and tables of contents are set in the same style as the text, except that *See* and *see also* are set in italic.

15.22. *Page, section, paragraph,* etc., over figure columns are set in roman, flush on right.

454 ANNUAL REPORT OF THE SECRETARY OF THE TREASURY

Notes—Continued	
Treasury:	
Marketable:	Page
Exchanges	459

456 ANNUAL REPORT OF THE SECRETARY OF THE TREASURY

Notes—Continued	Page
Treasury	459

15.23. Where a word occurs in an index page column, either alone or with a figure, it is set flush on the right. If the word extends back into the leaders, it is preceded by an en space.

	Page
Explanatory diagram	Frontispiece
General instructions	VIII
Capitalization (*see also* Abbreviations)	16
Correct imposition (diagram)	Facing 34

Page
Explanatory diagram.. Frontispiece
Legends. (*See* Miscellaneous rules.)
Appendixes A, B, C, and D, maps, illustrations,
and excerpts.. In supplemental volume

15.24. For better appearance, Roman numerals should be set in small caps in the figure columns of tables of contents and indexes.

15.25. In indexes set with leaders, if the page numbers will not fit in the leader line, the first number only is set in that line and the other numbers are overrun. If the entry makes three or more lines and the last line of figures is not full, do not use a period at the end.

If page folios overrun due to an excessive amount of figures use this form........ 220,
224, 227, 230, 240
And this way when overrun folios make two or more lines........................ 220,
224–225, 230–240, 245, 246, 250–255, 258, 300, 320, 330, 350, 360, 370,
380, 390, 400, 410–500, 510, 520, 530, 540, 550, 560, 570, 580, 590,
600–620, 630, 640, 650, 660, 670, 680, 690, 700

(For examples of item indentions in reading column of indexes set with leaders, see index in this MANUAL.)

15.26. Overrun page numbers are indented 3½ ems in measures not over 20 picas and 7 ems in wider measures, more than one line being used if necessary. These indentions are increased as necessary to not less than 2 ems more than the line immediately above or below.

15.27. When copy specifies that all overs are to be a certain number of ems, the runovers of the figure column shall be held in 2 ems more than the specified indention.

15.28. Examples of block-type indexes:

Example 1

Medical officer, radiological defense, 3
Medicolegal dosage, 44
Military Liaison Committee, 4
Monitoring, 58
  Air, 62
  Personnel, 59
    Civilian, 60
    Military, 59
  Sea, 61
  Ship, 61
Monitors, radiological defense, 3

NEPA, 29
NEPS; project, 30
Neutron(s), 16
  Flux, 41
Nuclear binding energy, 22
Nuclear energy, release of, 23

Example 2

Brazil—Continued
  Exchange restrictions—Continued
    Williams mission (*see also* Williams, John H., special mission), efforts in connection with exchange control situation, 586–588
    Trade agreement with United States, proposed:
    Draft text, 558–567
    Proposals for:
      Inclusion of clauses relating to exchange control operation, 550, 551, 557
      Joint United States-Brazilian declaration of policy: Brazilian attitude, 553, 569, 570, 572–574; information concerning, 550, 551, 552

15.29. In index entries the following forms are used:

Brown, A.H., Jr. (*not* Brown, Jr., A.H.)
Brown, A.H., & Sons (*not* Brown & Sons, A.H.)
Brown, A.H., Co. (*not* Brown Co., A.H.)
Brown, A.H., & Sons Co. (*not* Brown & Sons Co., A.H.)

15.30. In a table of contents, where *chapter, plate,* or *figure* is followed by a number and period, an en space is used after the period. The periods are aligned on the right.

	Chapter	Page
I.	Introduction	I
II.	Summary	1
VI.	Conclusions	7

15.31. Subheads in indexes and tables of contents are centered in the full measure.

15.32. In contents set in combination of two sizes of lightface type, or in combination of boldface and lightface type, all leaders and page numbers will be set in lightface roman type. Contents set entirely in boldface will use boldface page numbers. All page numbers will be set in the predominant size.

	Page
PART I. MAINTENANCE OF PEACE AND SECURITY	5
Disarmament	6
Peaceful Uses of Atomic Energy	7
Part I. Maintenance of Peace and Security	5
Disarmament	6
Peaceful Uses of Atomic Energy	7
Part I. Maintenance of Peace and Security	5
Disarmament	6
Peaceful Uses of Atomic Energy	7

16. DATELINES, ADDRESSES, AND SIGNATURES

16.1. The general principle involved in the typography of datelines, addresses, and signatures is that they should be so set as to stand out clearly from the body of the letter or paper which they accompany. This is accomplished by using caps and small caps and italic, as set forth below. Other typographic details are designed to ensure uniformity and good appearance. Street addresses and ZIP Code numbers are not to be used. (But in certain lists which carry ZIP Code numbers regular spacing will be used preceding ZIP Code.) Certain general instructions apply alike to datelines, addresses, and signatures.

General instructions

16.2. Principal words in datelines, addresses, and titles accompanying signatures are capitalized.

16.3. *Mr., Mrs., Miss, Ms.,* and all other titles preceding a name, and *Esq., Jr., Sr.,* and *2d* following a name in address and signature lines, are set in roman caps and lowercase if the name is in caps and small caps or caps and lowercase; if the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase. (See also rule 9.37.)

Spacing

16.4. At least 2 points of space should appear between dateline and text or address, address and text, text and signature, and signature and address. (See examples, rule 16.26.)

DATELINES

16.5. Datelines at the beginning of a letter or paper are set at the right side of the page, the originating office in caps and small caps, the place name and date in italic; if the originating office is not given, the place name is set in caps and small caps and the date in italic; if only the date is given, it is set in caps and small caps. Such datelines are indented from the right 1 em for a single line; 3 ems and 1 em, successively, for two lines; and 5 ems, 3 ems, and 1 em, successively, for three lines. In measures 30 picas or wider, these indentions are increased by 1 em.

The White House,□□□
Washington, DC, January 1, 1983.□

The White House, *July 30, 1983.*□

Treasury Department,□□□□□
Office of the Treasurer,□□□
Washington, DC, January 1, 1983.□

Treasury Department, *July 30, 1983.*□

Department of Commerce,□□□
July 30, 1983.□

Fairfax County, VA.□

Office of John Smith & Co.,□□□
New York, NY, June 6, 1983.□

Washington, *May 20, 1983—10 a.m.*□

Thursday, May 8, 1983—2 p.m.□

January 24, 1983.□

Washington, *November 29, 1983*□□□
[Received December 6, 1983].□

On Board U.S.S. "Connecticut,"□□□
January 21, 1983.□

Office of the Commissioners of the□□□□□
District of Columbia,□□□
Washington, January 6, 1983.□

16.6. Congressional hearings:

MONDAY, OCTOBER 24, 1983[1]

House of Representatives,□□□□□□□
Subcommittee on Immigration,□□□□□
Committee on the Judiciary,□□□
Washington, DC.□

U.S. Senate,□□□□□
Committee on Armed Services,□□□
Washington, DC.□

Congress of the United States,□□□□□
Joint Committee on Printing,□□□
Washington, DC.□

16.7. Datelines at the end of a letter or paper, either above or below signature, are set on left in caps and small caps for the place and italic for the date. When the word *dated* is used, dateline is set in roman caps and lowercase.

□May 7, 1983.

□Steubenville, OH.

□Steubenville, OH, *July 1, 1983.*

□Dated July 1, 1983.

□Dated Albany, March 12, 1983.

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[1] Normally, dates in House hearings on appropriation bills are set on right in 10-point caps and small caps.

Note.—The U.S. Government Correspondence Manual offers proper forms of addresses, salutations and closings. (See "Bibliography," p. 3.)

16.8. Datelines in newspaper extracts are set at the beginning of the paragraph, the place name in caps and small caps and the date in roman caps and lowercase, followed by a period and a 1-em dash.

□ABOARD SS "HOPE," April 3, 1983.—

□NEW YORK, NY, August 21, 1983.—A dispatch received here from * * *.

ADDRESSES

16.9. Addresses are set flush left at the beginning of a letter or paper in congressional work (or at end in formal usage). (See examples, rule 16.26.)

16.10. At beginning or at end:

To SMITH & JONES and
□BROWN & GREEN, Esqs.,
Attorneys for Claimant

(Attention of Mr. Green).

Hon. HOWARD H. BAKER,
U.S. Senate.

Hon. JIM WRIGHT,
U.S. House of Representatives. (Collective address).

The PRESIDENT,
The White House.

16.11. A long title following an address is set in italic caps and lowercase, the first line flush left and right, overruns indented 2 ems to clear a following 1-em paragraph indention.

Hon. HUBERT H. HUMPHREY,
Chairman, Subcommittee on Reorganization of the Committee on Government Opera-
□□*tions, U.S. Senate, Washington, DC.*

16.12. The name or title forming the first line of the address is set in caps and small caps, but *Mr., Mrs.,* or other title preceding a name, and *Esq., Jr., Sr.,* or *2d* following a name, are set in roman caps and lowercase; the matter following is set in italic. The words *U.S. Army* or *U.S. Navy* immediately following a name are set in roman caps and lowercase in the same line as the name.

Maj. Gen. EDWARD M. MARKHAM, Jr., U.S. Army,
Chief of Engineers.

CHIEF OF ENGINEERS, U.S. ARMY. (Full title, all caps and small caps.)

Maj. Gen. EDWARD M. MARKHAM,
Chief of Engineers, U.S. Army,
Washington, DC.

Hon. RALPH R. ROBERTS,
Clerk of the House of Representatives.

Hon. JOHN L. MCCLELLAN,
U.S. Senator, Washington, DC.

Hon. CHARLES POTTER,
Senate Office Building, Washington, DC.

The COMMITTEE ON APPROPRIATIONS,
House of Representatives.

16.13. General (or collective) addresses are set in italic caps and lowercase, flush left, with overruns indented 2 ems and ending with a colon, except when followed by a salutation, in which case a period is used.

16.14. Examples of general addresses when not followed by salutation (note the use of colon at end of italic line):

To the Officers and Members of the Daughters of the American Revolution,
□□*Washington, DC.:*

To the American Diplomatic and Consular Officers:

To Whom It May Concern:

Collectors of Customs:

To the Congress of the United States:

16.15. Example of general address when followed by salutation (note the use of period at end of italic line):

Senate and House of Representatives:
□GENTLEMEN: You are hereby * * *.

16.16. Examples illustrating other types of addresses:

To the EDITOR:

To JOHN L. NELSON, *Greeting:*

To JOHN L. NELSON, *Birmingham, AL, Greeting:*

To the CLERK OF THE HOUSE OF REPRESENTATIVES:

CHIEF OF ENGINEERS
(Through the Division Engineer).
□MY DEAR SIR: I have the honor * * *.
□MR. REED: I have the honor * * *.
□DEAR MR. REED: I have the honor * * *.

Lt. (jg.) JOHN SMITH,
Navy Department:

□The care shown by you * * *.

STATE OF NEW YORK,
County of New York, ss:

□Before me this day appeared * * *.

DISTRICT OF COLUMBIA, *ss:*

□Before me this day appeared * * *.

Envelope addresses

U.S. House of Representatives
Committee on Education and Labor
Room 429, House Office Building
Washington, DC 20515

SIGNATURES

16.17. Signatures, preceded by an em dash, are sometimes run in with last line of text. (See also rule 8.67.)

16.18. Signatures are set at the right side of the page. They are indented 1 em for a single line; 3 ems and 1 em, successively, for two lines; and 5 ems, 3 ems and 1 em, successively, for three lines. In measures 30 picas or wider, these indentions are increased by 1 em. (See examples, rule 16.26.)

16.19. The name or names are set in caps and small caps; *Mr., Mrs.,* and all other titles preceding a name, and *Esq., Jr., Sr.,* and *2d* following a name, are set in roman caps and lowercase; the title following name is set in italic. Signatures as they appear in copy must be followed in regard to abbreviations.

16.20. If name and title make more than half a line, they are set as two lines.

16.21. Two to eight independent signatures, with or without titles, are aligned on the left, at approximately the center of the measure.

W.H. Southerland.
James G. Green.
Wm. C. Wilson.

Warren H. Atherton.
Albert J. Hayes.
Thomas C. Kinkaid,
Commander, U.S. Navy (Retired).□
David Sarnoff, *Chairman.*

16.22. More than eight signatures, with or without titles, are set full measure, roman caps and lowercase, run in, indented 5 and 7 ems in measures of 26½ picas or wider; in measures less than 26½ picas, indent 2 and 3 ems.

□□□□□Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Groschen,
□□□□□□□Attorneys; C.J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut,
□□□□□□□Symons & Co.; Harrison Bros. & Co., by George Harrison;
□□□□□□□Hoare, Miller & Co.; Thomas Eaton Co.

16.23. The punctuation of closing phrases is governed by the sense. A detached complimentary close is made a new paragraph.

16.24. Examples of various kinds of signatures:

United States Improvement Co.,
(By) John Smith, *Secretary.*

Texarkana Textile Merchants &
Manufacturers' Association,
John L. Jones, *Secretary.*

Texarkana Textile Merchants &
Manufacturers' Association,
Hubert P. Stonegarten,
Board Member and Secretary.□

John L. Penn, *Solicitor*
(Per) Frederick Van Dyne,
Assistant Solicitor.□

John W. Smith□□□
(And 25 others).□

John Smith,□□□□□
Lieutenant Governor□□□
(For the Governor of Maine).□

North American Ice Co.,
G.Y. Atlee, *Secretary.*

John [his thumbmark] Smith.□

Clarence Cannon,
August H. Andresen,
Managers on the Part of the House.□

Carter Glass,
Carl Hayden,
Managers on the Part of the Senate.□

□I am, very respectfully, yours,

(Signed)□Fred C. Kleinschmidt,□□□
Assistant Clerk, Court of Claims.□

□On behalf of the Philadelphia Chamber of Commerce:
Geo. W. Philips.
Saml. Campbell.

□I have the honor to be,
□□□Very respectfully, your obedient servant,
(Signed)□John R. King
(Typed)□John R. King,
Secretary.□
or
(S)□John R. King
John R. King,
Secretary.□

□Hoping to hear from you soon, I have the honor to be,
□□□Very respectfully, your obedient servant,
Henry L. Jones, M.D.□

Mary J. Jones
Mrs. Henry T. Jones.

□Attest:
Richard Roe, *Notary Public.*□

□By the Governor:
Nathaniel Cox, *Secretary of State.*□

□Approved.
John Smith, *Governor.*□

□By the President:
Cordell Hull, *Secretary of State.*□

□Respectfully submitted.
L.A. Wright, *U.S. Indian Agent.*□

□□□Yours truly,
Capt. James Staley, Jr.,□□□
Superintendent.□

□□□Respectfully yours,
J.B. Ellis.□

□□□Very respectfully,
A.F. Caldwell, *U.S. Indian Agent.*□

16.25. In quoted matter:

□□□"Very respectfully,
"Kenneth Adams.
"John Stephen.
"Beverly Ryan.
"William Arnold.
"M.T. Jenkinson.
"Albert Ward."

16.26. Examples of various kinds of datelines, addresses, and signatures:

Re weather reports submitted by the International Advisory Committee of the
□□Weather Council.

Mr. William E. Jones, Jr.,
Chairman, Commerce Committee,
Washington, DC.

□Dear Mr. Jones: We have been in contact with your office, etc.
Paul S. Reed,□□□□□
Executive Director,□□□
National Information Bureau.□

□New York, *August 19, 1983.*
or, if copy—
□August 19, 1983.

Lincoln Park, MI, *February 15, 1983.*□

Re Romeo O. Umanos, Susanna M. Umanos, case No. S-254, Immigration and Natu-
□□ralization Service, application pending.
Hon. Francis E. Walter,
Chairman, Subcommittee on Immigration,
Committee on the Judiciary, Washington, DC.

□Dear Mr. Walter: You have for some time * * *.
□□□Sincerely yours,

Charles A. Brandt,□□□
Architectural Designer.□

Hon. Francis E. Walter,
Chairman, Subcommittee on Immigration of the Committee on the Judiciary, House
□□*of Representatives, Washington, DC.*

□Dear Mr. Walter: You have for some time * * *.

U.S. Department of Commerce,□□□□□
Weather Bureau,□□□
Washington, March 3, 1983.□
Hon. Charles E. Chamberlain,
House of Representatives,
Washington, DC.

□Dear Mr. Chamberlain: We will be glad to give you any further information desired.
□□□Sincerely yours,

F.W. Reichelderfer,□□□
Chief of Bureau.□

New York, NY, *February 10, 1983.*□

To: All supervisory employees of production plants, northern and eastern divisions,
□□New York State.
From: Production manager.
Subject: Regulations concerning vacations, health and welfare plans, and wage con-
□□tract negotiations.

□It has come to our attention that the time * * *.

Washington, DC, *May 16, 1983.*□

The Honorable the Secretary of the Navy.

□Dear Mr. Secretary: This is in response to your letter * * *.
□□□Very sincerely yours,

[seal]□Ronald Reagan.□

East Lansing, MI, *June 10, 1983.*□

To Whom It May Concern:

□I have known Kyu Yawp Lee for 7 years and am glad to testify as to his fine character. He has been employed * * *.
□Wishing you success in your difficult and highly important job, we are,
□□□Sincerely yours,

Elwin J. Gleason.
Mildred T. Gleason.

MARCH 10, 1983.□

Hon. STROM THURMOND,
Chairman, Committee on the Judiciary,
U.S. Senate, Washington, DC.

□DEAR SENATOR: In response to your request for a report relative to * * *.
□□□Sincerely,

J.M. SWING, *Commissioner.*□

VETERANS' ADMINISTRATION,□□□□□□□
OFFICE OF THE ADMINISTRATOR OF□□□□□
VETERANS' AFFAIRS,□□□
Washington, DC.□

Hon. STROM THURMOND,
Chairman, Committee on the Judiciary,
U.S. Senate, Washington, DC.

□DEAR SENATOR THURMOND: Further reference is made to your reply * * *.
□□□Sincerely yours,

JOHN S. PATTERSON,□□□□□□□
Deputy Administrator□□□□□
(For and in the absence of□□□
H.V. Higley, Administrator).□

WASHINGTON, DC, *September 16, 1983.*□

Mr. WILLIAM E. JONES, Jr.,
Special Assistant to the Attorney General, Attorney for Howard Sutherland, Direc-
□□*tor, Office of Alien Property.*

□DEAR MR. JONES: In reply to your letter * * *.
□□□Yours truly,

(Signed)□THOMAS E. RHODES,□□□
Special Assistant to the Attorney General.□

□P.S.—A special word of thanks to you from J.R. Brown for your fine help.
T.E.R.□

TOKYO, JAPAN, *November 13, 1983.*□

U.S. DEPARTMENT OF JUSTICE,
IMMIGRATION AND NATURALIZATION SERVICE,
Detroit, MI.

□GENTLEMEN: This letter will testify to the personal character * * *.
□□□Very truly yours,

Mrs. GRACE C. LOHR,□□□□□
Inspector General Section, HQ, AFFE,□□□
APO 343, San Francisco, CA.□

16.27. The word *seal* appearing with the signature of a notary or of an organized body, such as a company, is spaced 1 em from the signature. The word *seal* is to be set in small caps and bracketed. (See rule 16.28.)

[SEAL]□RICHARD ROE,□□□
Notary Public.□

[SEAL]□J.M. WILBER.□

[SEAL]□BARTLETT, ROBINS & Co.□

16.28. Presidential proclamations after May 23, 1967, do not utilize the seal except when they pertain to treaties, conventions, protocols, or other international agreements. Copy will be followed literally with respect to the inclusion of *and* between elements of numerical expressions.

Now, Therefore, I, Richard Nixon, President of the United States of America, do hereby designate Saturday, September 23, 1972, as National Hunting and Fishing Day.

* * * * * * * *

In Witness Whereof, I have hereunto set my hand this second day of May, in the year of our Lord nineteen hundred seventy-two, and of the Independence of the United States of America the one hundred ninety-sixth.

Richard Nixon.☐

NOTES

17. COURTWORK

(See also Capitalization; General Instructions; Italic)

17.1. Courtwork differs in style from other work only as set forth in this section; otherwise the style prescribed in the preceding sections will be followed.

Briefs, decisions, exhibits, and opinions

17.2. In general, copy is printed "Fol. lit."

17.3. Titles of legal cases are italicized.

17.4. Single punctuation is used in citations wherever possible.

17.5. When "emphasis supplied," "emphasis added," or "emphasis ours" appears in copy, it should not be changed; but "underscore supplied" should be changed to "italic supplied."

17.6. When *Question* and *Answer* are spelled out in copy, set in separate paragraphs.

17.7. In National Labor Relations Board transcript, the abbreviated forms *Q.* and *A.* are always used, run in, and the question and its answer are connected by an em dash.

17.8. The words *infra* and *supra* are italicized. Copy is followed for the use of italic in Latin legal terms and abbreviations, in addition to italic used for emphasis.

17.9. In the titles of cases the first word and all principal words are capitalized, but not such terms as *defendant* and *appellee.*

17.10. In the titles of cases copy is followed as to use of figures and abbreviations.

17.11. Abbreviations in names of legal cases are to be followed literally in all classes of work.

17.12. The following examples indicate the capitalization, italic, small caps, abbreviations, etc., generally used, except the word *case,* which is set in italic only when so indicated in copy.

Defendant John Smith; *but* the defendant, John Smith
The *Legal Tender* cases
In Clarke's case, the court said * * *
In the case of Clarke
Clarke's case (14 How. 14)
WALLACE, J., delivered the opinion
Brown's case, 14 Hun 14 (N.Y. 1838)
In *Roe* v. *Doe,* the court ruled * * *
In *Ex parte 74,* the court said * * *
(*Ex parte 74,* 58 I.C.C. 220)
In the *Fifteen Percent Rate Increase* case, the court decided * * *
In the case of Jones against Robinson (A general or casual reference to a case)
In *Jones* v. *Robinson,* 122 U.S. 329 (1929)
In *In re Robinson,* 19 Wall. (18 U.S.) 304 (1910), the Court * * *
John Brown, Jr. v. *Edwin Smith*
Smith & Brown, Inc. v. *Commissioner*
Commissioner, etc. v. *Klein Chain Co.*
Dunham Towing & Wrecking Co. v. *Bassett* (the *Aksel Monson* case)
United States v. *12 Diamond Rings*
The United States v. *Forty Hogsheads of Tobacco*
Stat., Rev. Stat., Stat. L., or R.S., as written
Bowman Act, 22 Stat. 50 (1939)
Act of August 5, 1953 (67 Stat. 588; 18 U.S.C. 1162 (*or* U.S.C., title 18, sec. 1162))
Act of August 5, 1882, Supp. Rev. Stat. sec. [*or* §] 284; Rev. Stat. sec. [*or* §] 15
Public Law 250, 84th Cong., 2d sess. (67 Stat. 623)
Public Law 85–143, Aug. 14, 1957

30 U.S.C., 1952 ed., Supp. II, sec. 184
(C.A.D.C. 1941) [Appeals, Dist. of Columbia]
(D.D.C. 1955) [District Court, Dist. of Columbia]
164 Fed. 205 (N.D. W. Va. 1949)
117 F. Supp, 463 (N.D. Del. 1949)
9 Pac. 735 (Mont. 1935)
9 P. 2d 1095 (Wash. 1932)
44 Atl. 317 (Del. 1899)
37 A. 2d 10 (Del. 1944)
259 S.W. 57 (Mo. 1957)
14 Fed. Cas. 143, No. 7621 (C.C.N.D. Ill. 1876)
34 Comp. Gen. 230 (1954)
132 Ct. Cl. 645 (1955)
43 CFR 192.1 [Code of Federal Regulations]
43 CFR, 1940 ed., 192.14
43 CFR, 1940 ed., Cum. Supp., 19.14
21 F.R. 623 [Federal Register]
United States v. *Eller,* 114 F. Supp. 284 (N.D.N.C.), *rev'd* 208 F. (2d) (or (2) (*but* do not supply parentheses on "2d" if not in copy)) 716 (4th Cir. 1953), cert. denied, 347 U.S. 934 (1954)
United States ex rel. Smith v. *Jones*
In the Matter of Jones
8 Wigmore, *Evidence* § 2195 (3d ed. 1940)
Cf. Thomas v. *Jones, supra*
Smith et al. v. *Jones, infra*
Restatement, Second, *Agency* § 103
2 Moore, *Federal Practice* 9.2 at 1162, footnote 15
Legislative History:
    I Leg. Hist. 983 (1949)
    II Leg. Hist. 1001 (1959)

17.13. In citations of single lines, the period is inserted at the end of each line.

17.14. If citations are run in, semicolons are used.

17.15. The following forms show punctuation and spacing required:

1. X Q.
X Ques. 1.
1. Add. direct.
2. R.D.Q.
3. R.R.D.Q.
3. Re D.Q.
2. Re-R.D.Q.
4. R. X Q.
Re X Q. 1.
R. X Int. 1.
24. X Int.
X Int. 1.
X 20.
24. X.
24. Q.
24. Question.
X Q. 1.
24. Int.
5 Re X Q.
Re-R. X Q. 5.
24th. Cross-ques.
46th. Cross-int.
46. Cross-int.
46. Cross-ques.
46. C. Int.
46th. C. Int.
Answer to cross-int. 1.
Question 1.

17.16. When spelled out, use the following forms:

cross-examination
cross-interrogatory
re-cross-examination
redirect examination
re-direct examination

17.17. Brackets, not parentheses, are used (in transcripts, congressional hearings, testimony in courtwork, etc.) to enclose interpolations that are not specifically a part of the original quotation, corrections, explanations, omissions, editorial comments, or to caution that an error is reproduced literally.

17.18. If the entire sentence is in brackets, the punctuation should be within the brackets.

17.19. The following examples illustrate the use of brackets, other punctuation, and spacing. (See also rule 8.20.)

At end of sentence: [Laughter.]; within sentence: [laughter]
The paper was as follows [reads]:
I do not know. [Continues reading:]
The Chairman [to Mr. Smith].
Mr. Kelley [to the chairman].
Several Voices. Order!
The Witness. He did it that way [indicating].

By the Commissioner:

Q. Do you know these men [handing witness a list]?
[Objected to.]
A. [After examining list.] Yes; I do.
Q. Did you see——A. No, sir.
Q. [Interrupting.] But why?—A. I really cannot say.
Q. What did you say?—A. It was the *City of Para.*
Q. The *City of* what? Did you say *Paris?*—A. No; I said *City*——
Q. Well, *Paris* or *Para;* it does not matter.

Question [continuing].
Answer [reads].

By Mr. Smith:

17.20. In text, a parenthetic citation at the end of a sentence is included within the sentence unless it forms a sentence in itself or unless copy is specifically marked otherwise; but if a sentence contains more than one parenthetic reference, the one at the end is placed before the period.

This statement is made by the defendant. [See exhibit 1.]
This statement is made in the claimant's brief [p. 65].
This statement is made by the defendant [exhibit 1], but its accuracy is open to doubt [see exhibit 29].
That case has *not* been decided. [Italic ours.]

17.21. Only one cut-in is used in courtwork. Text matter that is an excerpt from law or a citation of language used as an argument and not a part of the brief proper is indented 3 ems on the left and separated from the preceding and following full-measure matter by 3 leads. Other matter that follows a colon is quoted.

17.22. Footnote matter following a colon does not indent. It is quoted and set full measure.

17.23. All footnotes in 12-point briefs are set 10-point leaded, and extracts in footnotes are set full measure and are quoted.

17.24. The following differences in capitalization and in the use of quotation marks should be noted:

The said paper was marked "Defendant's Exhibit No. 4" [exact title].
The defendant's exhibit No. 4 was thereupon placed on file.

17.25. The following capitalization is followed in all courtwork:

Circuit Court
Circuit Court for the Southern District
Circuit Court of the United States for the Southern District of New York
County Court
Court of Appeals
Court of Customs and Patent Appeals
Court of Claims
District Court
Emergency Court of Appeals
John Smith, U.S. marshal for the Northern District
Southern District
Sixth Circuit
Superior Court
Supreme Bench
Tax Court

17.26. Unless otherwise indicated, covers and captions in briefs are single leaded at all times. Signatures are also single leaded, even in briefs set double leaded.

Supreme Court records

17.27. Paragraphs are made of answers in Q. and A. matter.

17.28. The folio number is flush in the same line as the first word of the folio and in a cut-in 3 ems square (unless there are 10 points of white space above or below). Indentions of paragraphs, etc., are in addition to the 3-em cut-in. In hanging indentions of headings the extra indention is carried to the end of the heading. (See p. 246.)

17.29. A cut-in folio is not used opposite a paragraph reading "Endorsement on cover."

17.30. Copy is followed literally, including capitalization (initial capitalization of words), punctuation (including compounding), and obscene language, but not italic.

17.31. Italic letters are used only to indicate errors in spelling (for example, *c*urely for surely), except in the names of persons and firms, in geographic names, and in foreign words that are not law terms. These and errors in syntax are not corrected. Roman letters are used to indicate errors in words set in italic.

17.32. In typewritten records manifest errors of the typewriter are corrected (for example, if one letter has been struck over another or if a space appears where a letter was obviously intended to be); but if a word is used in the wrong place (for example, *in* for *on; boot* for *boat*), it is not changed nor set in italic.

17.33. Words having the sanction of any dictionary are permissible, and the spelling is not changed.

17.34. An apostrophe is used to indicate the omission of one or more letters in a word; but in well-established abbreviations, the period is used instead of an apostrophe.

17.35. Doublets are indicated by italicizing the repeated words or lines.

17.36. A 3-em quad is used to indicate the omission of one or more words.

17.37. The names of vessels are set in roman, quoted.

17.38. The titles of cases are set in roman, including the abbreviation of *versus*.

17.39. The word *The* is capitalized in names of legal cases as follows:

the said The B. & O. RR. Co.
The Sun v. The Globe
The City of Washington v. The B. & O. RR. Co.
the defendant, The Davies County Bank

17.40. Printing Office editorial marks must be erased before the copy is returned to the originating office. Copy preparers should make only necessary marks thereon, and those lightly, with a soft pencil. Cut-in folios should not be indicated on copy. All instructions are entered on the preparer's instruction sheet. The folio numbers on copy are picked up. Any matter preceding or following an original folio is marked, in pencil, with the jacket number followed by lowercase letters (e.g., J. 12–345a, J. 12–345b, etc., to the end).

17.41. Preparers must indicate on the instruction sheet such information as 11-point type, solid or leaded, cut-in folios, etc.

17.42. The following abbreviations of the names of reporters are used in citations of U.S. Supreme Court Reports:

Name	*Abbreviation*
Cranch	Cranch
Dallas	Dall. or Dal.
Howard	How.
Peters	Pet.
U.S. Reports	U.S.
Wallace	Wall.
Wheaton	Wheat.

[Cover for briefs]

No. 49112

In the United States Court of Claims

OTIS THORNTON, INDIVIDUALLY, AND OTIS THORNTON AS THE SURVIVING MEMBER OF AND IN BEHALF OF BOSWELL-KAHN-THORNTON COMMISSION CO. AND KAHN AND THORNTON COMMISSION CO., PLAINTIFF

v.

UNITED STATES OF AMERICA, DEFENDANT

BRIEF FOR THE UNITED STATES

HOLMES BALDRIDGE,
Assistant Attorney General,
ANDREW D. SHARPE,
ELLIS N. SLACK,
Special Assistants to the Attorney General,
JOHN A. REES, Jr.,
Attorney.

BREAKDOWN OF DISPLAY HEADS IN BRIEFS

Supreme Court

8-POINT IONIC CAPS

I

12-POINT SMALL CAPS

10-POINT SMALL CAPS

10-point lowercase italic

10-point lowercase

12-point lowercase italic (run-in sidehead)

Circuit courts

8-POINT IONIC CAPS[1]

I. 10-point Century bold lowercase, first up

A. 8-point Century bold lowercase, first up

1. *8-point Century bold lowercase italic, first up* **(with roman figure "1")**

a. *12-point lowercase italic* (centered or run-in sidehead)

12-point lowercase (centered or run-in sidehead)

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[1] Second Circuit, 10-point Century bold Caps.

[Cover for briefs]

No. 738

In the Supreme Court of the United States

OCTOBER TERM, 1966

BIG LAKE OIL COMPANY, PETITIONER
[3 leads]
v.
[3 leads]
D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE TWENTY-THIRD DISTRICT OF PENNSYLVANIA

ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT

BRIEF FOR THE RESPONDENT IN OPPOSITION

[Caption for briefs]

In the Supreme Court of the United States

OCTOBER TERM, 1966

No. 738

BIG LAKE OIL COMPANY, PETITIONER
v.
D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE TWENTY-THIRD DISTRICT OF PENNSYLVANIA

ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT

BRIEF FOR THE RESPONDENT IN OPPOSITION

In briefs, agencies may request ZIP Code numbers in a signature on cover and at end of brief.

JOHN SMITH,
Attorney,
Department of Justice,
Washington, D.C. 20530.

[Cover for Circuit Court briefs]

No. 11266

In the[1] United States Court of Appeals for the[1] Sixth Circuit

[Case number is carried at this point in captions over text]

NATIONAL LABOR RELATIONS BOARD, PETITIONER

v.

S. H. KRESS & COMPANY, RESPONDENT

ON PETITION FOR ENFORCEMENT OF AN ORDER OF THE NATIONAL LABOR RELATIONS BOARD[2]

BRIEF FOR THE NATIONAL LABOR RELATIONS BOARD[3]

GEORGE J. BOTT,[4]
General Counsel,
SAMUEL M. SINGER,
ROBERT G. JOHNSON,
Attorneys,
National Labor Relations Board.

To be argued by:
MARCEL MALLET-PREVOST,
Attorney.[5]

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[1] "In the" and "for the" are not used in briefs for the Tenth Circuit, except for Tax Division briefs, in which these words are to be supplied. They are also to be supplied in briefs for all other circuit courts.

[2] In briefs for Second Circuit, set in 10-point italic.

[3] In briefs for Second Circuit, set in 12-point Century bold if one line and in 12-point Cheltenham bold condensed to avoid two lines.

[4] In briefs for Second Circuit, set name in 12-point caps and small caps and title in italic.

[5] In Second Circuit briefs, set in 12 point.

NOTES

1. Unless otherwise specified (see note 4), all courtwork is set 25 picas wide, 12-point double leaded, except briefs (including cover) which may be set 11-point single leaded to avoid excess length. Transcripts are set 11-point single leaded, including cover.
2. Indexes for 12-point briefs are set 10-point single leaded; 11-point briefs, 8-point leaded.
3. Footnotes for 12-point briefs are set in 10 point; 10-point briefs, 8 point; and 11-point Supreme Court reports, 9 point.
4. Tenth Circuit briefs are set 30 picas wide.
5. **Tables are set 8-point leaded, with 8-point solid boxheads.**

[Cover for briefs]

BRIEF FOR RESPONDENT

United States Court of Appeals

FOR THE DISTRICT OF COLUMBIA CIRCUIT

No. 10530

IDAHO POWER COMPANY, PETITIONER

v.

FEDERAL POWER COMMISSION, RESPONDENT

ON PETITION TO REVIEW ORDERS OF THE FEDERAL POWER COMMISSION

BRADFORD ROSS,
General Counsel,
WILLARD W. GATCHELL,
Assistant General Counsel,
JOHN C. MASON,
Attorney,
Counsel for Respondent,
Federal Power Commission, Washington, D.C.

EXAMPLES OF CUT-IN AND RUN-IN FOLIOS

(See rules 17.28–17.29)

11 In Supreme Court of District of Columbia

be considered, in justice and equity as a loss sustained by the corpo-
□□□**ration in producing or in preparing to produce pyrites.**
25 The respondent says that the Secretary of the Interior did hear,
consider, and determine that question, and that he found as a
matter of fact that the Pratts were entitled to receive the * * *.

[224]□LONNIE SMETHERS [Board witness].

[225] DIRECT EXAMINATION

[107]□□□By Mr. SMITH:

[126]□Q. Did you ever see Mr. Dougherty or Mr. Gullion come out?

Q. Then, it is your testimony, is it, that the time you got up, and the machinery was shut down?—[109] A. Yes, sir.

Q. Yes; tell us about it?—A. We started out with a certain number, I believe it was 12 packers * * * Gullion would [127] hire them * * *.

he had been doing in the past, and that was about where that conversa-[204]tion was left; and so far as the office employees are * * *.

[Cover for briefs]

In the United States Court of Customs and Patent Appeals

Patent Appeal No. 5648

In re Harker H. Hittson—Improvement in Road Grader

BRIEF FOR THE COMMISSIONER OF PATENTS

W. W. COCHRAN,
Solicitor, U.S. Patent Office.

E. L. REYNOLDS,
Of Counsel.

[Supreme Court decisions]

SUPREME COURT OF THE UNITED STATES

No. 295.—October Term, 1960.

Colonel Henry S. Robertson, President, Army Review Board, Petitioner, *v.* Robert H. Chambers.	On Writ of Certiorari to the United States Court of Appeals for the District of Columbia Circuit.

[April 9, 1961.]

Mr. Justice Douglas delivered the opinion of the Court.

Respondent, a former captain in the Army, was honorably discharged for physical disability and without retirement pay, as the result of a decision by an Army Retiring

[Court of Claims—Reports [1][2]]

In the United States Court of Claims

No. 284–63

(Filed Oct. 24, 1966)

ANDREW ALFORD v. THE UNITED STATES

REPORT OF COMMISSIONER TO THE COURT*

Loren K. Olson, attorney of record for plaintiff. *Richara H. Speidel* and *Charles Hieken*, of counsel.

Michael T. Platt, with whom was *Assistant Attorney General John W. Douglas*, for defendant.

OPINION

LANE, *Commissioner:* This is a patent suit under Title 28 U.S.C. § 1498, in which plaintiff seeks to recover reasonable

* * * * * * *

Respectfully submitted,

[Supreme Court—Transcripts of record]

SUPREME COURT OF THE UNITED STATES

OCTOBER TERM, 1966

No. 439

JAMES C. DAVIS, DIRECTOR GENERAL OF RAILROADS, AND AGENT UNDER SECTION 206 OF TRANSPORTATION ACT OF 1920, PETITIONER

vs.

MRS. MAUDE E. GREEN, ADMINISTRATRIX OF THE ESTATE OF JESSE GREEN, DECEASED

ON PETITION FOR WRIT OF CERTIORARI TO THE SUPREME COURT OF THE STATE OF MISSISSIPPI

INDEX

[Set index in 8-point leaded]

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*The opinion, findings of fact, and recommended conclusion of law are submitted under the order of reference and Rule 57(a).

[1] Decisions follow same general style.

[2] Footnotes and references are followed even if numbers are duplicated on same page. Place first footnote near reference, second footnote at bottom of page.

[Opinions—U.S. Court of Appeals for the District of Columbia]

United States Court of Appeals

[3 leads]

FOR THE DISTRICT OF COLUMBIA CIRCUIT

No. 6430

ROBERT N. HARPER, APPELLANT
[3 leads]
v.
[3 leads]
AUGUSTUS P. CRENSHAW, JR., AND JO V. MORGAN, AS ADMINISTRATORS OF THE ESTATE OF AUGUSTUS P. CRENSHAW, DECEASED; GEORGE W. LIPSCOMB; ET AL.

Appeal from the United States District Court for the District of Columbia

Argued October 16, 1937—Decided January 20, 1938

William C. Sullivan, of Washington, D.C., for appellant.

George C. Gertman, *Roger J. Whiteford*, *Arthur P. Drury*, *Hugh Hay O'Bear*, *James O'D. Moran*, *A. Coulter Wells*, *W. N. Tobriner*, *Leon Tobriner*, *Selig C. Brez*, *Benjamin S. Minor*, and *H. Prescott Gatley*, all of Washington, D.C., for appellees.

Before MARTIN, Chief Justice, and ROBB, VAN ORSDEL, GRONER, and STEPHENS, Associate Justices [1]

MARTIN, *Chief Justice:* This appeal is taken from an order and decree of the lower court sustaining a motion to dismiss the bill of complaint filed in that court by the appellant as plaintiff against the various appellees as defendants.

In the bill the plaintiff, Harper, alleges in substance that * * *

* * * * * * *

Reversed and remanded.

A true copy.
Test: [2]

[2 slugs]
Clerk, U.S. Court of Appeals
for the District of Columbia.

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[1] *C.J.* and *JJ.* when in copy.

[2] As in copy.

NOTE.—Headings will be prepared in accordance with this sample, and copy of opinion proper will be followed literally, but titles of cases will be italicized, using roman "v." for *versus*. Quotations, which in the copy are indented, will be set in 8 point, full measure, enclosed in quotation marks if so in copy. Do not cut or mutilate copy in any way.

UNITED STATES COURT OF APPEALS FOR THE[1] FOURTH CIRCUIT

No. 3747

THE UNITED STATES OF AMERICA, APPELLANT
[3 leads]
v.
[3 leads]
LOUISE EARWOOD, AS GUARDIAN OF THOMAS CALEB EARWOOD AND MAE EARWOOD, APPELLEES

Appeal from the District Court of the United States for the Southern District of West Virginia, at Huntington. At law

Argued January 14, 1938—Decided April 2, 1938[2]

March 22, 1938[2]

Before NORTHCOTT and SOPER, Circuit Judges, and GLENN, District Judge

Mr. W. N. Ivie, U.S. Attorney (*Mr. Cleveland Cabler*, Regional Attorney, Veterans' Bureau, and *Mr. G. T. Sullis*, Assistant U.S. Attorney, were with him on the brief), for appellant.

Mr. W. R. Donham and *Mr. W. W. Shepherd* filed brief for appellees.

Opinion of the court[3]

NORTHCOTT, *Circuit Judge:* This is an action at law brought in the District Court of the United States for the Southern District of West

* * * * * * *

The judgment is reversed and the cause is remanded for further and not inconsistent proceedings.

Affirmed.

A true copy.
Teste:[2]

[Two slugs]
Clerk of the U.S. Circuit Court of
Appeals for the Fourth Circuit.

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[1] Supply "for the" when not in copy

[2] As in copy.

[3] Do not supply if not in copy.

18. USEFUL TABLES

GEOLOGIC TERMS

[With suggestions by U.S. Geological Survey]

Useful Tables

For capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. The list below exemplifies common usage of both rock and time terms. The term *red beds* has been used to designate certain rocks of mixed lithologic character that are predominantly red; as a unit modifier the use should be *red-bed.* The terms lower, middle, and upper (referring to rocks) are capitalized only as indicated in the list (Upper Devonian, lower Tertiary, lower Paleozoic); similarly, the terms early, middle, and late (referring to time) are capitalized only as indicated. A formal geologic term is capitalized: Devonian System, Pliocene Series, San Rafael Group, Morrison Formation, Fayetteville Shale, Wedington Sandstone Member, Wisconsin Glaciation, Tazewell Stade. (Geologic terms quoted verbatim from published material should be left as the original author used them; however, it should be made clear that the usage is that of the original author.) A structural term such as arch, anticline, syncline, dome, uplift, or basin is not capitalized even if preceded by a name: Cincinnati arch, Cedar Creek anticline, Ozark uplift, Michigan basin. (A physiographic term that is preceded by a name is capitalized: Bighorn Basin, Half Dome.)

- Alexandrian
- Animikie
- Atoka
- Belt
- Cambrian:
  - Upper, Late
  - Middle, Middle
  - Lower, Early
- Carboniferous
  - Systems
- Cayuga
- Cenozoic
- Cincinnatian
- Chester
- Coahuila
- Comanche
- Cretaceous:
  - Upper, Late
  - Lower, Early
- Des Moines
- Devonian:
  - Upper, Late
  - Middle, Middle
  - Lower, Early
- Eocene:
  - upper, late
  - middle, middle
  - lower, early
- glacial:
  - interglacial
  - postglacial
  - preglacial
- Glenarm
- Grand Canyon
- Grenville
- Guadalupe
- Gulf
- Gunnison River
- Holocene
- Jurassic:
  - Upper, Late
  - Middle, Middle
  - Lower, Early
- Keweenawan
- Kinderhook
- Leonard
- Little Willow
- Llano
- Meramec
- Mesozoic:
  - pre-Mesozoic
  - post-Mesozoic
- Miocene:
  - upper, late
  - middle, middle
  - lower, early
- Mississippian:
  - Upper, Late
  - Lower, Early
- Missouri
- Mohawkian
- Morrow
- Niagara
- Ochoa
- Ocoee
- Oligocene:
  - upper, late
  - middle, middle
  - lower, early
- Osage
- Ordovician:
  - Upper, Late
  - Middle, Middle
  - Lower, Early
- Pahrump
- Paleocene:
  - upper, late
  - middle, middle
  - lower, early
- Paleozoic
- Pennsylvanian:
  - Upper, Late
  - Middle, Middle
  - Lower, Early
- Permian:
  - Upper, Late
  - Lower, Early
- Pleistocene
- Pliocene:
  - upper, late
  - middle, middle
  - lower, early
- Precambrian:
  - upper
  - middle
  - lower
- Quaternary
- red beds
- Shasta
- Silurian:
  - Upper, Late
  - Middle, Middle
  - Lower, Early
- St. Croixan
- Tertiary
- Triassic:
  - Upper, Late
  - Middle, Middle
  - Lower, Early
- Virgil
- Wolfcamp
- Yavapai

PHYSIOGRAPHIC TERMS

[With suggestions by U.S. Geological Survey]

The following table lists physical divisions of the United States approved by the Association of American Geographers and should be used as a guide to capitalization. The general terms *province* and *section,* used in the common-noun sense, are not capitalized; the other terms are proper names and are therefore capitalized.

PHYSICAL DIVISIONS OF THE UNITED STATES

Major division	Province	Section
Laurentian Upland	Superior Upland	
Atlantic Plain	Continental Shelf	
	Coastal Plain	Embayed section.
		Sea Island section.
		Floridian section.
		East Gulf Coastal Plain.
		Mississippi Alluvial Plain.
		West Gulf Coastal Plain.
Appalachian Highlands	Piedmont province	Piedmont Upland.
		Piedmont Lowland.
	Blue Ridge province	Northern; Southern section.
	Valley and Ridge province	Tennessee section.
		Middle section.
		Hudson Valley.
	St. Lawrence Valley	Champlain section.
		Northern section.
	Appalachian Plateaus	Mohawk section.
		Catskill section.
		Southern New York section.
		Allegheny Mountain section.
		Kanawha section.
		Cumberland Plateau.
		Cumberland Mountain section.
	New England province	Seaboard Lowland.
		New England Upland.
		White Mountain section.
		Green Mountain section.
		Taconic section.
	Adirondack province	
Interior Plains	Interior Low Plateaus	Highland Rim.
		Lexington Plain.
		Nashville Basin.
	Central Lowland	Eastern lake section.
		Western lake section.
		Wisconsin Driftless section.
		Till Plains.
		Dissected Till Plains.
		Osage Plains.
	Great Plains	Missouri Plateau, glaciated.
		Missouri Plateau, unglaciated.
		Black Hills.
		High Plains.
		Plains Border.
		Colorado Piedmont.
		Raton section.
		Pecos Valley.
		Edwards Plateau.
		Central Texas section.
Interior Highlands	Ozark Plateaus	Springfield-Salem Plateaus.
		Boston "Mountains."
	Ouachita province	Arkansas Valley.
		Ouachita Mountains.
Rocky Mountain System	Southern Rocky Mountain	
	Wyoming Basin	
	Middle Rocky Mountains	
	Northern Rocky Mountains	
Intermontane Plateaus	Columbia Plateaus	Walla Walla Plateau.
		Blue Mountain section.
		Payette section.
		Snake River Plain.
		Harney section.
	Colorado Plateaus	High Plateaus of Utah.
		Uinta Basin.
		Canyon Lands.
		Navajo section.
		Grand Canyon section.
		Datil section.
	Basin and Range province	Great Basin.
		Sonoran Desert.
		Salton Trough.
		Mexican Highland.
		Sacramento section.
Pacific Mountain System	Sierra-Cascade Mountains	Northern Cascade Mountains.
		Middle Cascade Mountains.
		Southern Cascade Mountains.
		Sierra Nevada.
	Pacific Border province	Puget Trough.
		Olympic Mountains.
		Oregon Coast Range.
		Klamath Mountains.
		California Trough.
		California Coast Ranges.
		Los Angeles Ranges.
	Lower Californian province	

PRINCIPAL AND GUIDE MERIDIANS AND BASE LINES OF THE UNITED STATES

First, second, etc., standard parallel.
First, second, etc., guide meridian.
First, second, etc., principal meridian.
Auxiliary (first, second, etc.) meridian.
Ashley Guide Meridian. (Utah)
Beaverhead Guide Meridian. (Montana)
Belt Mountain Guide Meridian. (Montana)
Big Hole Guide Meridian. (Montana)
Bitterroot Guide Meridian. (Montana)
Black Hills base line. (South Dakota)
Black Hills Guide Meridian. (South Dakota)
Boise Meridian. (Idaho)
Boulder Guide Meridian. (Montana)
Browning Guide Meridian. (Montana)
Buffalo Creek Guide Meridian. (Montana)
Carson River Guide Meridian. (Nevada)
Castle Valley Guide Meridian. (Utah)
Chickasaw Meridian. (Mississippi)
Choctaw base line. (Mississippi)
Choctaw Meridian. (Mississippi)
Cimarron Meridian. (Oklahoma)
Colorado Guide Meridian. (Utah)
Columbia Guide Meridian. (Washington)
Colville Guide Meridian. (Washington)
Copper River Meridian. (Alaska)
Coulson Guide Meridian. (Montana)
Deer Lodge Guide Meridian. (Montana)
Deschutes Meridian. (Oregon)
Emery Valley Guide Meridian. (Utah)
Fairbanks Meridian. (Alaska)
Flathead Guide Meridian. (Montana)
Fort Belknap Guide Meridian. (Montana)
Fremont Valley Guide Meridian. (Utah)
Gila and Salt River Meridian. (Arizona)
Grand River Guide Meridian. (Utah)
Grande Ronde Guide Meridian. (Oregon)
Green River Guide Meridian. (Utah)
Haystack Butte Guide Meridian. (Montana)
Helena Guide Meridian. (Montana)
Henry Mountain Guide Meridian. (Utah)
Horse Plains Guide Meridian. (Montana)
Humboldt Meridian. (California)
Humboldt River Guide Meridian. (Nevada)
Huntsville Meridian. (Alabama-Mississippi)
Indian Meridian. (Oklahoma)
Jefferson Guide Meridian. (Montana)
Judith Guide Meridian. (Montana)
Kanab Guide Meridian. (Utah)
Kolob Guide Meridian. (Utah)
Little Porcupine Guide Meridian. (Montana)
Louisiana Meridian. (Louisiana)
Maginnis Guide Meridian. (Montana)
Michigan Meridian. (Michigan-Ohio)
Mount Diablo base line. (California-Nevada)
Mount Diablo Meridian. (California-Nevada)
Musselshell Guide Meridian. (Montana)
Navajo base line. (Arizona-New Mexico)
Navajo Meridian. (Arizona-New Mexico)
New Mexico Guide Meridian. (New Mexico-Colorado)
New Mexico Principal Meridian. (New Mexico-Colorado)
Panguitch Guide Meridian. (Utah)
Passamari Guide Meridian. (Montana)
Pine Valley Guide Meridian. (Utah)
Principal Meridian. (Montana)
Red Rock Guide Meridian. (Montana)
Reese River Guide Meridian. (Nevada)
Ruby Valley Guide Meridian. (Nevada)
St. Helena Meridian. (Louisiana)
St. Stephens base line. (Alabama-Mississippi)
St. Stephens Meridian. (Alabama-Mississippi)
Salt Lake Meridian. (Utah)
San Bernardino base line. (California)
San Bernardino Meridian. (California)
Sevier Lake Guide Meridian. (Utah)
Seward Meridian. (Alaska)
Shields River Guide Meridian. (Montana)
Smith River Guide Meridian. (Montana)
Snake Valley Guide Meridian. (Utah)
Square Butte Guide Meridian. (Montana)
Sweet Grass Guide Meridian. (Montana)
Tallahassee Meridian. (Florida)
Teton Guide Meridian. (Montana)
Uinta Special Meridian. (Utah)
Ute Principal Meridian. (Colorado)
Valley Creek Guide Meridian. (Montana)
Wah Wah Guide Meridian. (Utah)
Washington Meridian. (Mississippi)
Willamette Meridian. (Oregon-Washington)
Willow Springs Guide Meridian. (Utah)
Wind River Meridian. (Wyoming)
Yantic Guide Meridian. (Montana)
Yellowstone Guide Meridian. (Montana)

PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC., AS OF MARCH 1983

[With suggestions by the Department of State and the Board on Geographic Names]

Country	Chief of state	Legislative body	Form of government	Capital
Afghanistan	King	Revolutionary Council; Council of Ministers	Democratic Republic	Kabul (Kābul).
Albania	President of the Presidium	People's Assembly (unicameral)	People's Republic	Tirana (Tiranë).
Algeria	President	National Assembly (suspended)	Republic	Algiers.
Andorra	Bishop of Urgel (Spain). President of the French Republic.	General Council of the Valleys (unicameral)	Coprincipality	Andorra.
Angola	President	National Assembly (planned)	People's Republic	Luanda.
Antigua and Barbuda	Queen (represented by Governor General).	Parliament	Parliamentary State	Saint Johns.
Argentina	President	National Congress: Senate, Chamber of Deputies (dissolved)	Republic	Buenos Aires.
Australia	Queen (represented by Governor General).	Federal Parliament: Senate, House of Representatives	Commonwealth	Canberra.
Austria	President	Parliament: Federal Council (Bundesrat), National Council (Nationalrat).	Federal Republic	Vienna (Wien).
Bahamas, The	Queen (represented by Governor General).	Parliament: Senate, House of Assembly	Commonwealth	Nassau.
Bahrain	King	None	Traditional Monarchy	Manama.
Bangladesh	President	Constituent Assembly (unicameral)	Republic	Dacca.
Barbados	Queen (represented by Governor General).	Parliament: Senate, House of Assembly	Parliamentary State	Bridgetown.
Belgium	King	Parliament: Senate, Chamber of Representatives	Constitutional Monarchy	Brussels (Bruxelles, Brussel).
Belize	Queen (represented by Governor General).	National Assembly: Senate, House of Representatives	Parliamentary State	Belmopan.
Benin (formerly Dahomey)	President	National Revolutionary Assembly	Military (Revolutionary Assembly).	Porto-Novo.
Bhutan	King	National Assembly (unicameral)	Monarchy	Thimphu; Paro, administrative capital.
Bolivia	President	Congress: Senate, Chamber of Deputies	Republic	Sucre, legal capital; La Paz, seat of government.
Botswana	do	National Assembly (unicameral)	do	Gaborone.
Brazil	do	Congress: Senate, Chamber of Deputies	Federative Republic	Brasília.
Bulgaria	President of the Presidium	National Assembly (unicameral)	People's Republic	Sofia (Sofiya).
Burma	President	People's Assembly (unicameral)	Socialist Republic	Rangoon.
Burundi	do	None	Republic	Bujumbura.
Cameroon	do	National Assembly (unicameral)	do	Yaoundé.
Canada	Queen (represented by Governor General).	Parliament: Senate, House of Commons	Parliamentary State	Ottawa.
Cape Verde	President	National Assembly (unicameral)	Republic	Praia.
Central African Republic	do	National Assembly (unicameral) (dissolved)	do	Bangui.
Ceylon (see Sri Lanka).				
Chad	do	National Assembly (dissolved)	do	N'Djamena.
Chile	do	National Congress (dissolved)	do	Santiago.
China	Chairman, National People's Congress.	National People's Congress	People's Republic	Beijing.
Colombia	President	Congress: Senate, House of Representatives	Republic	Bogotá.
Comoros	do	None	do	Moroni.

Congo	President	Council of State	People's Republic	Brazzaville.
Costa Rica	do	Legislative Assembly (unicameral)	do	San José.
Cuba	do	National Assembly of People's Power	Socialist Republic	Havana (La Habana).
Cyprus	do	House of Representatives (unicameral)	Republic	Nicosia.
Czechoslovakia	do	Federal Assembly: Chamber of the People, Chamber of the Nations.	Socialist Republic	Prague.
Dahomey (see Benin).				
Denmark	King	Parliament	Constitutional Monarchy	Copenhagen.
Djibouti	President	Parliament: Chamber of Deputies (unicameral)	Republic	Djibouti.
Dominica	do	House of Assembly (unicameral)	Commonwealth	Roseau.
Dominican Republic	do	Congress: Senate, Chamber of Deputies	Republic	Santo Domingo.
Ecuador	do	National Congress (unicameral)	do	Quito.
Egypt	do	People's Assembly (unicameral)	do	Cairo
El Salvador	do	Constituent Assembly	do	San Salvador.
Equatorial Guinea	do	Legislature (suspended)	Republic	Malabo.
Estonia [1]			do	Tallinn.
Ethiopia	Head of State	Parliament (dissolved)	Military	Addis Ababa.
Fiji	Queen (represented by Governor-General).	Parliament: Senate, House of Representatives	Parliamentary State	Suva.
Finland	President	Parliament (Eduskunta) (unicameral)	Republic	Helsinki.
France	do	Parliament: Senate, National Assembly	do	Paris.
Gabon	do	National Assembly (unicameral)	do	Libreville.
Gambia, The	do	House of Representatives (unicameral)	do	Banjul.
German Democratic Republic	Chairman, Council of State	People's Chamber (unicameral)	Socialist Republic	East Berlin.[3]
Germany, Federal Republic of.[2]	do	Parliament: Federal Council (Bundesrat), Federal Assembly (Bundestag).	Federal Republic	Bonn.
Ghana	President (suspended)	Parliament (unicameral)	Republic	Accra.
Greece	President	Parliament (Vouli) (unicameral) (suspended)	Parliamentary Republic	Athens.
Grenada	Queen (represented by Governor General).	Parliament (suspended)	Commonwealth	Saint Georges.
Guatemala	President	Congress (unicameral)	Republic	Guatemala.
Guinea	do	National Assembly (unicameral)	do	Conakry.
Guinea-Bissau	do	National People's Assembly (dissolved)	do	Bissau.
Guyana	do	Parliament: National Assembly (unicameral)	do	Georgetown.
Haiti	do	Legislative Chamber (unicameral)	do	Port-au-Prince.
Honduras	do	Congress (unicameral)	do	Tegucigalpa.
Hungary	President of the Presidential Council.	National Assembly (unicameral)	People's Republic	Budapest.
Iceland	President	Parliament (Althing): Upper Chamber (Efi Deild), Lower Chamber (Neore Deild).	Republic	Reykjavik.
India	do	Parliament: Council of States (Rajya Sabha), House of the People (Lok Sabha).	do	New Delhi.
Indonesia	do	Parliament: People's Consultative Assembly	do	Jakarta.
Iran	President	Parliament (Majlis) (unicameral)	Islamic Republic	Tehran.
Iraq	do	Revolutionary Command Council	Republic	Baghdad.
Ireland	do	National Parliament (Oireachtas): Senate (Seaned Eireann), House of Representatives (Dail Eireann).	do	Dublin.
Israel	do	Parliament (Knesset) (unicameral)	do	Tel Aviv.[4]
Italy	do	Parliament: Senate, Chamber of Deputies	do	Rome.
Ivory Coast	do	National Assembly (unicameral)	do	Abidjan.
Jamaica	Queen (represented by Governor General).	Parliament: Senate, House of Representatives	Parliamentary State	Kingston.
Japan	Emperor	Diet: House of Councillors, House of Representatives	Constitutional Monarchy	Tokyo.

PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC., AS OF MARCH 1983—Continued

[With suggestions by the Department of State and the Board on Geographic Names]

Country	Chief of state	Legislative body	Form of government	Capital
Jordan	King	National Assembly: Senate, Chamber of Deputies		Amman.
Kampuchea				Phnom Penh.
Kenya	President	National Assembly (unicameral)	Republic	Nairobi.
Kiribati	......do	Parliament (unicameral)	......do	Tarawa.
Korea, North	......do	Supreme People's Assembly	People's Republic	Pyongyang.
Korea, South	......do	National Assembly (unicameral)	Republic	Seoul.
Kuwait	Amir	......do	Constitutional Monarchy	Kuwait.
Laos	President	Supreme People's Assembly	People's Republic	Vientiane.
Latvia [1]			Republic	Riga (Riga).
Lebanon	President	Chamber of Deputies (unicameral)	......do	Beirut.
Lesotho	King	Parliament: Senate, National Assembly (dissolved)	Constitutional Monarchy	Maseru.
Liberia	President	Congress: Senate, House of Representatives (dissolved)	Republic	Monrovia.
Libya	Chief of State	General Peoples' Congress	......do	Tripoli.[5]
Liechtenstein	Prince	Diet (unicameral)	Constitutional Monarchy	Vaduz.
Lithuania[1]			Republic	Kaunas.
Luxembourg	Grand Duke	Parliament: Chamber of Deputies, Council of State	Constitutional Monarchy	Luxembourg.
Madagascar	President	National Popular Assembly	Republic	Antananarivo.
Malawi	......do	National Assembly (unicameral)	......do	Lilongwe.
Malaysia	Paramount Ruler	Parliament: Senate, House of Representatives	Constitutional Monarchy	Kuala Lumpur.
Maldives, Republic of the	President	National Legislature (Majlis) (unicameral)	Republic	Male.
Mali	......do	National Assembly (unicameral)	......do	Bamako.
Malta	......do	House of Representatives (unicameral)	......do	Valletta.
Mauritania	......do	National Assembly (unicameral) dissolved	Islamic Republic	Nouakchott.
Mauritius	Queen	Legislative Assembly (unicameral)	Parliamentary State	Port Louis.
Mexico	President	Congress: Chamber of Deputies	Federal Republic	Mexico (Ciudad de México).
Monaco	Prince	National Council (unicameral)	Constitutional Monarchy	Monaco.
Mongolia	Chairman, Presidum, People's Great Hural.	People's Great Hural (National Assembly) (unicameral)	People's Republic	Ulaanbaatar.
Morocco	King	Legislature (unicameral)	Constitutional Monarchy	Rabat.
Mozambique	President	People's Assembly (unicameral)	People's Republic	Maputo.
Nauru	......do	Parliament (unicameral)	Republic	Yaren.
Nepal	King	National Assembly (Panchayat) (unicameral)	Constitutional Monarchy	Katmandu.
Netherlands	Queen	States-General: First-Chamber, Second-Chamber	......do	Capital, Amsterdam. Seat of government, The Hague.
New Zealand	Queen (represented by Governor General).	Parliament: House of Representatives (unicameral)	Parliamentary State	Wellington.
Nicaragua	Coordinator, Junta of the Government of National Reconstruction.	Congress: Senate, Chamber of Deputies (suspended)	Republic	Managua.
Niger	President	National Assembly (unicameral) (suspended)	......do	Niamey.
Nigeria	......do	Parliament: Senate, House of Representatives	Federal Republic	Lagos.
Norway	King	Parliament (Storting): Lagting, Odelsting [6]	Constitutional Monarchy	Oslo.
Oman	Sultan	Absolute Monarchy	Sultanate	Muscat.
Pakistan	President (suspended)	Parliament: Senate, National Assembly (suspended)	Islamic Republic	Islāmābad.
Panama	President	Legislature (unicameral)	Republic	Panamá.

Papua New Guinea	Queen (represented by Governor General).	Parliament (unicameral)	Parliamentary State	Port Moresby.
Paraguay	President	Congress: Senate, Chamber of Deputies	Republic	Asuncíon.
Peru	......do	......do	......do	Lima.
Philippines	......do	National Assemby (unicameral)	......do	Manila.
Poland	President of Council of State	Parliament (Sejm) (unicameral)	People's Republic	Warsaw.
Portugal	President	Assembly of the Republic (unicameral)	Republic	Lisbon.
Qatar	Amir	Advisory Council	Traditional Emirate	Doha.
Romania	President of Council of State	Grand National Assembly (unicameral)	Socialist Republic	Bucharest.
Rwanda	President	National Assembly (unicameral)	Republic	Kigali.
Saint Lucia	Queen (represented by Governor General).	Parliament: Senate, House of Assembly	Parliamentary State	Castries.
Saint Vincent and the Grenadines.	......do	House of Assembly (unicameral)	......do	Kingstown.
San Marino	Captains-Regent	Grand and General Council (unicameral)	Republic	San Marino.
Sao Tome and Principe	President	National Popular Assembly (unicameral)	......do	Sao Tome.
Saudi Arabia	King	Absolute Monarchy	Monarchy	Riyadh.
Senegal	President	National Assembly (inicameral)	Republic	Dakar.
Seychelles	......do	People's Assembly (unicameral)	......do	Victoria.
Sierra Leone	......do	House of Representatives (unicameral)	......do	Freetown.
Singapore	......do	Parliament (unicameral)	......do	Singapore.
Solomon Islands	Queen (represented by Governor General).	Legislative Assembly (unicameral)	Parliamentary State	Honiara.
Somalia	President	National Assembly	Republic	Mogadishu.
South Africa	......do	Parliament: Senate, House of Assembly	......do	Pretoria. Legislative capital, Capetown.
Spain [7]	King	Cortes: Senate, Congress of Deputies	Monarchy	Madrid.
Sri Lanka	President	Parliament (unicameral)	Republic	Colombo.
Sudan	......do	People's Assembly (unicameral)	......do	Khartoum.
Suriname	......do	Parliament (unicameral)	......do	Paramaribo.
Swaziland	King	House of Assembly, Senate	Constitutional Monarchy	Mbabane.
Sweden	......do	Parliament (Riksdag) (unicameral)	......do	Stockholm.
Switzerland	President	Federal Assembly (Bundesversammlung): Council of States (Standerat), National Council (Nationalrat).	Confederation	Bern.
Syria	......do	People's Council	Republic	Damascus.
Tanzania	......do	National Assembly (unicameral)	......do	Dar es Salaam.
Thailand	King	......do	Constitutional Monarchy	Bangkok.
Togo	President	......do	Republic	Lomé.
Tonga	King	Lesiglative Assembly (unicameral)	Constitutional Monarchy	Nuku'alofa.
Trinidad and Tobago	President	Parliament: Senate, House of Representatives	Parliamentary State	Port-of-Spain.
Tunisia	......do	National Assembly (unicameral)	Republic	Tunis.
Turkey	......do	Grand National Assembly: Senate of the Republic, National Assembly.	......do	Ankara.
Tuvalu	Queen (represented by Governor General).	House of Assembly (unicameral)	Parliamentary State	Funafuti.
Uganda	President	National Assembly (unicameral)	......do	Kampala.
Union of Soviet Socialist Republics.	Chairman of the Presidium of Supreme Soviet.	Supreme Soviet: Soviet of the Union, Soviet of Nationalities	Federation of Soviet Republics.	Moscow.
United Arab Emirates	President	Supreme Council of Rulers; National Assembly	Federation of Emirates	Abu Dhabi
United Kingdom	Queen	Parliament: House of Lords, House of Commons	Constitutional Monarchy	London.
Upper Volta	President	National Assembly (unicameral)	Republic	Ouagadougou.
Uruguay	......do	General Assembly: Senate, Chamber of Deputies (suspended)	......do	Montevideo.
Vanuatu	Prime Minister	Representative Assembly (unicameral)		

PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC., AS OF MARCH 1983—Continued

[With suggestions by the Department of State and the Board on Geographic Names]

Country	Chief of state	Legislative body	Form of government	Capital
Vatican City	Pope	None	Papacy	Vatican City.
Venezuela	President	Congress: Senate, Chamber of Deputies	Republic	Caracas.
Vietnam	do	None	Socialist Republic	Hanoi.
Western Samoa	Head of State	Legislative Assembly	Constitutional Monarchy	Apia.
Yemen (Aden)	Chairman, Supreme People's Council.	Supreme People's Council	Republic	Aden.
Yemen (Sanaa)	President	Assembly, Republican Council (suspended)	do	Sanaa.
Yugoslavia	Presidium	Assembly: Federal Council, Council of the Republic and Provinces.	Federal Socialist Republic	Belgrade.
Zaire	do	Legislative Council (unicameral)	Republic	Kinshasa.
Zambia	do	National Assembly (unicameral)	do	Lusaka.
Zimbabwe	do	Parliament: Senate, House of Assembly	Parliamentary State	Harare.

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[1] The United States has not recognized the Soviet regime in Estonia, Lativa, and Lithuania. [2] In this table, the items in the entry for Germany apply to the Federal Republic of Germany, the government established in Western Germany. This government achieved sovereignty on May 5, 1955, under terms of the Paris treaties. The government for Berlin functions in the American, British, and French sectors of occupation of Berlin, under authority of the Allied Kommandatura. [3] The GDR has located the seat of its government in the Eastern Sector of Berlin. However, Greater Berlin, including all four occupied sections, retains its Four Power juridical status. [4] In 1950, the Israel Parliament Proclaimed Jerusalem as the capital. The United States does not recognize Jerusalem as the capital and the U.S. Embassy continues to be located in Tel Aviv. [5] Officially Bànghàz is a co-capital, but there are no central government operations there at the present time. [6] No accurate English equivalents. [7] The Law of Succession, July 27, 1947, declared that Spain was constituted a Kingdom.

NOUNS AND ADJECTIVES DENOTING NATIONALITY

[Revised with suggestions by the Department of State]

Country or region	Noun (plural ending in parentheses)	Adjective
Afghanistan	Afghan(s)	Afghan.
Albania	Albanian(s)	Albanian.
Algeria	Algerian(s)	Algerian.
Andorra	Andorran(s)	Andorran.
Angola	Angolan(s)	Angolan.
Antigua and Barbuda	Antiguan(s)	Antiguan.
Argentina	Argentine(s)	Argentine.
Australia	Australian(s)	Australian.
Austria	Austrian(s)	Austrian.
Bahamas, The	Bahamian(s)	Bahamian.
Bahrain (State of)	Bahraini(s)	Bahraini.
Bangladesh	Bangladeshi(s)	Bangladesh.
Barbados	Barbadian(s)	Barbadian.
Belgium	Belgian(s)	Belgian.
Belize	Belizean(s)	Belizean.
Benin	Beninese (singular, plural)	Beninese.
Bermuda	Bermudan(s)	Bermudan.
Bhutan	Bhutanese (singular, plural)	Bhutanese.
Bolivia	Bolivian(s)	Bolivian.
Botswana	Motswana (singular), Botswana (plural).	Botswana.
Brazil	Brazilian(s)	Brazilian.
Brunei	Bruneian(s)	Bruneian.
Bulgaria	Bulgarian(s)	Bulgarian.
Burma	Burman(s)	Burmese.
Burundi	Burundian(s)	Burundi.
Cameroon	Cameroonian(s)	Cameroonian.
Canada	Canadian(s)	Canadian.
Cape Verde	Cape Verdean(s)	Cape Verdean.
Central African Republic	Central African(s)	Central African.
Chad	Chadian(s)	Chadian.
Chile	Chilean(s)	Chilean.
China	Chinese (singular, plural)	Chinese.
Colombia	Colombian(s)	Colombian.
Comoro Islands	Comoran(s)	Comoran.
Congo	Congolese (singular, plural)	Congolese *or* Congo.
Cook Islands	Cook Islander(s)	Cook Islander.
Costa Rica	Costa Rican(s)	Costa Rican.
Cuba	Cuban(s)	Cuban.
Cyprus	Cypriot(s)	Cypriot.
Czechoslovakia	Czechoslovak(s)	Czechoslovak.
Denmark	Dane(s)	Danish.
Djibouti	Afar(s), Issa(s)	Afar, Issa.
Dominica	Dominican(s)	Dominican.
Dominican Republic	do	Do.
Ecuador	Ecuadorean(s)	Ecuadorean.
Egypt	Egyptian(s)	Egyptian.
El Salvador	Salvadoran(s)	Salvadoran.
Equatorial Guinea	Equatorial Guinean(s)	Equatorial Guinean.
Estonia	Estonian(s)	Estonian.
Ethiopia	Ethiopian(s)	Ethiopian.
Falkland Islands	Falkland Islander(s)	Falkland Island.
Faroe Islands	Faroese (singular, plural)	Faroese.
Fiji	Fijian(s)	Fijian.
Finland	Finn(s)	Finnish.
France	Frenchman(men)	French.
French Guiana	French Guianese (singular, plural)	French Guiana.
French Polynesia	French Polynesian(s)	French Polynesian.
Gabon	Gabonese (singular, plural)	Gabonese.
Gambia, Republic of The	Gambian(s)	Gambian.
German Democratic Republic	German(s)	German.
Germany, Federal Republic of	German(s)	German.
Ghana	Ghanaian(s)	Ghanaian.
Gibraltar	Gibraltarian(s)	Gibraltar.
Greece	Greek(s)	Greek.
Greenland	Greenlander(s)	Greenlandic.
Grenada	Grenadian(s)	Grenadian.
Guadeloupe	Guadeloupian(s)	Guadeloupe.
Guatemala	Guatemalan(s)	Guatemalan.
Guinea	Guinean(s)	Guinea.
Guinea-Bissau	Guinean(s)	Guinean.
Guyana	Guyanese (singular, plural)	Guyanese.
Haiti	Haitian(s)	Haitian.
Honduras	Honduran(s)	Honduran.
Hong Kong		Hong Kong.
Hungary	Hungarian(s)	Hungarian.
Iceland	Icelander(s)	Icelandic.
India	Indian(s)	Indian.
Indonesia	Indonesian(s)	Indonesian.
Iran	Iranian(s)	Iranian.
Iraq	Iraqi(s)	Iraqi.
Ireland	Irishman(men), Irish (collective, plural).	Irish.

NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

[Revised with suggestions by the Department of State]

Country or region	Noun (plural ending in parentheses)	Adjective
Israel	Israeli(s)	Israeli.
Italy	Italian(s)	Italian.
Ivory Coast	Ivorian(s)	Ivorain.
Jamaica	Jamaican(s)	Jamaican.
Japan	Japanese (singular, plural)	Japanese.
Jordan	Jordanian(s)	Jordanian.
Kampuchea	Kampuchean(s)	Kampuchean
Kenya	Kenyan(s)	Kenyan.
Khmer Republic	Cambodian(s) *or* Khmer (singular, plural).	Cambodian *or* Khmer.
Kiribati	Kiribatian(s)	Kiribati
Korea	Korean(s)	Korean.
Kuwait	Kuwait(s)	Kuwaiti.
Laos	Lao *or* Laotian (singular), Laotians (plural).	Lao *or* Laotian.
Latvia	Latvian(s)	Latvian.
Lebanon	Lebanese (singular, plural)	Lebanese.
Lesotho	Masotho (singular), Basotho (plural)	Basotho.
Liberia	Liberian(s)	Liberian.
Libya	Libyan(s)	Libyan.
Liechtenstein	Liechtensteiner(s)	Liechtenstein.
Lithuania	Lithuanian(s)	Lithuanian.
Luxembourg	Luxembourger(s)	Luxembourg.
Macau	Macanese (singular, plural)	Macau.
Madagascar	Malagasy (singular, plural)	Malagasy.
Malawi	Malawian(s)	Malawian.
Malaysia	Malaysian(s)	Malaysian.
Maldives	Maldivian(s)	Maldivian.
Mali	Malian(s)	Malian.
Malta	Maltese (singular, plural)	Maltese.
Martinique	Martiniquais (singular, plural)	Martiniquais
Mauritania	Mauritanian(s)	Mauritanian.
Mauritius	Mauritian(s)	Mauritian.
Mexico	Mexican(s)	Mexican.
Monaco	Monacan(s), Monegasque(s)	Monacan *or* Monegasque.
Mongolia	Mongolian(s)	Mongolian
Morocco	Moroccan(s)	Moroccan.
Mozambique	Mozambican(s)	Mozambican.
Nauru	Nauruan(s)	Nauruan.
Nepal	Nepalese (singular, plural)	Nepalese.
Netherlands	Netherlander(s)	Netherlands.
Netherlands Antilles	Netherlands Antillean(s)	Netherlands Antillean.
New Caledonia	New Caledonian(s)	New Caledonian.
New Zealand	New Zealander(s)	New Zealand.
Nicaragua	Nicaraguan(s)	Nicaraguan.
Niger	Nigerois (singular, plural)	Niger.
Nigeria	Nigerien(s) (singular, plural)	Nigerian.
Norway	Norwegian(s)	Norwegian.
Oman	Omani(s)	Omani.
Pakistan	Pakistani(s)	Pakistani.
Panama	Panamanian(s)	Panamanian.
Papua New Guinea	Papua New Guinean(s)	Papua New Guinean.
Paraguay	Paraguayan(s)	Paraguayan.
Peru	Peruvian(s)	Peruvian.
Philippines	Filipino(s)	Philippine.
Poland	Pole(s)	Polish.
Portugal	Portuguese (singular, plural)	Portuguese.
Qatar	Qatari(s)	Qatari.
Reunion	Reunionese (singular, plural)	Reunionese.
Romania	Romanian(s)	Romanian.
Rwanda	Rwandan(s)	Rwandan.
St. Christopher-Nevis	Kittsian(s), Nevisian(s)	Kittsian, Nevisian.
St. Lucia	St. Lucian(s)	St. Lucian.
Sao Tome e Principe	Sao Tomean(s)	Sao Tomean.
St. Vincent and The Grenadines	St. Vincentian(s) *or* Vincentian(s)	St. Vincentian *or* Vincentian.
San Marino	Sanmarinese (singular, plural)	Sanmarinese.
Saudi Arabia	Saudi(s)	Saudi Arabian *or* Saudi.
Senegal	Senegalese (singular, plural)	Senegalese.
Seychelles	Seychellois (singular, plural)	Seychelles.
Sierra Leone	Sierra Leonean(s)	Sierra Leonean.
Singapore	Singaporean(s)	Singapore.
Solomon Islands	Solomon Islander(s)	Solomon Islander.
Somalia	Somali (singular, plural)	Somali.
South Africa	South African(s)	South African.
Spain	Spaniard(s)	Spanish.
Sri Lanka	Sri Lankan(s)	Sri Lankan.
Sudan	Sudanese (singular, plural)	Sudanese.
Suriname	Surinamer(s)	Surinamese.
Swaziland	Swazi (singular, plural)	Swazi.
Sweden	Swede(s)	Swedish.
Switzerland	Swiss (singular, plural)	Swiss.
Syria	Syrian(s)	Syrian.
Taiwan	Chinese (singular, plural)	Chinese.

NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

[Revised with suggestions by the Department of State]

Country or region	Noun (plural ending in parentheses)	Adjective
Tanzania	Tanzanian(s)	Tanzanian.
Thailand	Thai (singular, plural)	Thai.
Togo	Togolese (singular, plural)	Togolese.
Tonga	Tongan(s)	Tongan.
Trindad and Tobago	Trinidadian(s), Tobagan(s)	Trinidadian; Tobagar.
Tunisia	Tunisian(s)	Tunisian.
Turkey	Turk(s)	Turkish.
Tuvalu	Tuvaluan(s)	Tuvaluan.
Uganda	Ugandan(s)	Ugandan.
Union of Soviet Socialist Republics	Soviet(s)	Soviet.
United Arab Emirates	Emirian(s)	Emirian.
United Kingdom	Briton(s), British (collective plural)	British.
United States of America	American(s)	American.
Upper Volta	Upper Voltan(s)	Upper Voltan.
Uruguay	Uruguayan(s)	Uruguayan.
Vanuatu	Vanuatuan(s)	Vanuatuan.
Vatican City		
Venezuela	Venezuelan(s)	Venezuelan.
Vietnam	Vietnamese (singular, plural)	Vietnamese.
Wallis and Futuna Islands	Wallisian(s), Futunan(s) *or* Wallis and Futuna Islander(s).	Wallisian, Futunan *or* Wallis and Futuna Islander.
Western Samoa	Western Samoan(s)	Western Samoa.
Yemen (Aden)	Yemini (singular, plural)	Yemeni.
Yemen (Sanaa)	Yemeni(s)	Do.
Yugoslavia	Yugoslav(s)	Yugoslav.
Zaire	Zairian(s)	Zairian.
Zambia	Zambian(s)	Zambian.
Zimbabwe	Zimbabwean(s)	Zimbabwean.

FOREIGN MONEY

[Based on list of currency units and abbreviations provided by the International Monetary Fund and the Department of State]

Country or area	Basic monetary unit		Principal fractional unit	
	Name	Symbol	Name	Abbreviation or symbol
Afghanistan	Afghani	Af	Pul	
Albania	Lek	L	Quintar	
Algeria	Dinar	DA	Centime	
Andorra	French franc	Fr. F.	French centime	
	Spanish peseta	Sp. Ptas.[1]	Spanish centimo	
Angola	Kwanza	Kz	Lwei	
Antigua and Barbuda	Dollar	EC$	Cent	
Argentina	Peso	M$N	Centavo	Ctvo.
Australia	Dollar	A$	Cent	
Austria	Schilling	S	Groschen	
Bahamas, The	Dollar	B$	Cent	
Bahrain	Dinar	BD	Fil	
Bangladesh	Taka	Tk	Paise	
Barbados	Dollar	Bds$	Cent	
Belgium	Franc	BF	Centime	
Belize	Dollar	$B	Cent	
Benin	Franc	CFAF	Centime	
Bermuda	Dollar	$B	Cent	
Bhutan	Ngultruns	N	Tikchung	
Bolivia	Peso Boliviana	$b	Centavo	Ctvo.
Botswana	Pula	P	Thebe	
Brazil	New cruzeiro	NCr$	Centavo	Ctvo.
Brunei	Dollar	B$	Cent	
Bulgaria	Lev	L	Stotinka	
Burma	Kyat	K	Pya	
Burundi	Franc	FBu	Centime	
Cameroon	Franc	CFAF	......do	
Canada	Dollar	$ or Can$	Cent	C, ct.
Cape Verde	Escudo	C.V. Esc	Centavo	
Central African Republic	Franc	CFAF	Centime	
Chad	Franc	CFAF	......do	
Chile	Peso	Ch$	Centavo	
China	Yuan	¥	Fen	
Colombia	Peso	Col$	Centavo	Ctvo.
Comoros	Franc	CFAF	Centime	
Congo	......do	CFAF	......do	
Cook Islands	New Zealand dollar	NZ$	Cent	
Costa Rica	Colon	¢	Centimo	Ctmo.
Cuba	Peso	$	Centavo	Ctvo.
Cyprus	Pound	£ or £C	Mil	
Czechoslovakia	Koruna	Kcs	Haler	
Dahomey	Franc	CFAF	Centime	
Denmark	Krone	DKr	Øre	
Djibouti	Franc	DF	Centime	
Dominica	Dollar	EC$	Cent	
Dominican Republic	Peso	RD$	Centavo	Ctvo
Ecuador	Sucre	S/	......do	Ctvo.
Egypt	Pound	£E	Piaster	
El Salvador	Colon	¢	Centavo	Ctvo.
Equartorial Guinea	Ekuele	EK	Centimo	
Estonia	Ruble		Kopek	
Ethiopia	Birr	EB	Cent	
Falkland Islands	Pound	£	Shilling	
Faroe Islands	Danish krone	DKr	Øre	
Fiji	Dollar	$F	Cent	
Finland	Finnmark	Fimr	Penni	Pia.
France	Franc	F	Centime	
French Guiana	......do	F	......do	
French Polynesia	......do	CFPF	......do	
Gabon	......do	CFAF	......do	
Gambia, The	Dalasi	DD	Butut	
German Democratic Republic.	Mark	DME	Pfennig	Pf.
Ghana	Cedi	₵	Pesewa	P.
Gibraltar	Pound	£	Shilling	
Greece	Drachma	Dr	Lepton	
Greenland	Danish krone	DKr	Øre	
Grenada	Dollar	EC$	Cent	
Guadeloupe	Franc	F	Centime	
Guatamala	Quetzal	Q	Centavo	Ctvo.
Guinea	Syli	GS	Cauri	
Guyana	Dollar	G$	Cent	
Haiti	Gourde	G	Centime	
Honduras	Lempira	L	Centavo	Ctvo.
Hong Kong	Dollar	HK$	Cent	
Hungary	Forint	Ft	Filler	
Iceland	Krona	IKr	Eyrir	
India	Rupee	Rs	Paisa	

FOREIGN MONEY—Continued

[Based on list of currency units and abbreviations provided by the International Monetary Fund and the Department of State]

Country or area	Basic monetary unit		Principal fractional unit	
	Name	Symbol	Name	Abbreviation or symbol
Indonesia	Rupiah	Rp	Sen	
Iran	Rial	Rls[2]	Dinar	
Iraq	Dinar	ID	Fil	
Ireland	Pound	£ or £Ir	Shilling	S., d.
Israel	Shekel	I£	Agrirot	
Italy	Lira	Lit	Centesimo	Ctmo.
Ivory Coast	Franc	CFAF	Centime	
Jamaica	Dollar	J$	Cent	
Japan	Yen	¥	Sen	
Jordan	Dinar	JD	Fil	
Kampuchea	Riel	KR		
Kenya	Shilling	K Sh	Cent	
Kiribati	Australian dollar	A$	......do	
Korea	Chon	W	Chun	
Kuwait	Dinar	KD	Fil	
Laos	Kip	K	At	
Latvia	Ruble	R	Kopek	
Lebanon	Pound	LL	Piaster	
Lesotho	Rand	R	Cent	
Liberia	Dollar	$	......do	
Libya	Dinar	LD	Milleme	
Liechtenstein	Swiss franc	Sw F	Centime	
Lithuania	Ruble	R	Kopek	
Luxembourg	Franc	Lux F	Centime	
Macao	Pataca	P	Avo	
Madagascar	Franc	FMG	Centime	
Malawi	Kwacha	K	Tambal	
Malaysia	Ringgits	M$	Sen	
Maldives	Rupee	Mal Re	Lari	
Mali	Franc	MF		
Malta	Pound	£M	Cent	
Martinique	Franc	F	Centime	
Mauritania	Ouguiya	UM	Khoum	
Mauritius	Rupee	Mau Rs[3]	Cent	
Mexico	Peso	Mex$	Centavo	Ctvo.
Monaco	French franc	Fr	Centime	
Mongolia	Tugrik	Tug	Möngö	
Montserrat	Dollar	EC$	Cent	
Morocco	Dirham	DH	Centime	
Mozambique	Escudo	M. Esc	Centavo	
Nauru	Australian dollar	$A	Cent	
Nepal	Rupee	NRs[1]	Pice	
Netherlands	Guilder	f.	Cent	
Netherlands Antilles	......do	NAE	......do	
New Caledonia	Franc	CFPF	Centime	
New Zealand	Dollar	$NZ	Cent	
Nicaragua	Cordoba	C$	Centavo	Ctvo.
Niger	Franc	CFAF	Centime	
Nigeria	Naira	₦	Kobo	k.
Norway	Krone	NKr	Øre	
Oman	Riyal	ORls	Baiza	
Pakistan	Rupee	PRs	Paisa	
Panama	Balboa	B	Centesimo	Ctmo.
Paraguay	Guarani	G	Centimo	Ctmo.
Papua New Guinea	Kina	K	Toea	
Peru	Sol	S/	Centavo	Ctvo.
Philippines	Peso	₱	......do	Ctvo.
Poland	Zloty	Zl	Grosz	
Portugal	Escudo	Esc	Centavo	
Qatar	Riyal	QRls	Dirham	
Reunion	French franc	F	Centime	
Romania	Leu	L	Ban	
Rwanda	Franc	RF	Centime	
St. Christopher-Nevis	Dollar	EC$	Cent	
St. Lucia	......do	EC$	......do	
St. Pierre and Miquelon	Franc	CFAF	Centime	
St. Vincent and the Grenadines.	Dollar	EC$	Cent	
San Marino	Italian lira	Lit	Centesimo	
Sao Tome e Principe	Dobra	Db	Centavo	
Saudi Arabia	Riyal	SRls[2]	Halala	
Senegal	Franc	CFAF	Centime	
Seychelles	Rupee	Sey Rs[3]	Cent	
Sierra Leone	Leone	Le	......do	
Singapore	Dollar	S$	......do	
Solomon Islands	Dollar	SI$	......do	
Somalia	Shilling	So. Sh.	......do	
South Africa	Rand	R	Cent	

FOREIGN MONEY—Continued

[Based on list of currency units and abbreviations provided by the International Monetary Fund and the Department of State]

Country or area	Basic monetary unit		Principal fractional unit	
	Name	Symbol	Name	Abbreviation or symbol
Spain	Peseta	Ptas [1]	Centimo	
Sri Lanka	Rupee	Cey Rs [3]	Cent	
Sudan	Pound	£S	Piaster	
Suriname	Guilder	Sur. f.	Cent	
Swaziland	Lilangeni (emalangeni, plural).	E	......do	
Sweden	Krona	SKr	Öre	
Switzerland	Franc	SwF	Centime	
Syria	Pound	£Syr	Piaster	
Tanzania	Shilling	T Sh	Cent	
Thailand	Baht	B	Satang	
Taiwan	New Taiwan dollar	NT$	Cent	
Togo	Franc	CFAF	Centime	
Tonga	Pa'anga	T$	Seniti	
Trinidad and Tobago	Dollar	TT$	Cent	
Tunisia	Dinar	D	Millime	
Turkey	Lira	TL	Kurus	
Tuvalu	Australian dollar	A$	Cent	
Uganda	Shilling	U Sh	......do	
U.S.S.R.	Ruble	R	Kopek	
United Arab Emirates	Dirham	UD	Fil	
United Kingdom	Pound	£ *or* £ stg.	Shilling	S., d.
United States	Dollar	$ *or* US$	Cent	
Upper Volta	Franc	CFAF	Centime	
Uruguay	Peso	N$	Centesimo	
Vanatu	Franc	FNH	Centime	
Vatican City	Italian lira	Lit	Centesimo Ctmo.	
Venezuela	Bolivar	Bs	Centimo	
Vietnam	Dông	VND	Hao	
Wallis and Futuna	Franc	CFPF	Centime	
Western Samoa	Tala	WS$	Cent	
Yemen (Aden)	Dinar	SYD	Fil	
Yemen (Sanaa)	Rial	Y Rls [2]	......do	
Yugoslavia	Dinar	Din	Para	
Zaire	Zaire	Z	Likuta	
Zambia	Kwacha	K	Ngwee	S., d.
Zimbabwe	Dollar	Z$	Cent	

[1] Singular: Pta.

[2] Singular: Rl.

[3] Singular: Re.

METRIC TABLES

LENGTH

Myriameter (obs.)	10,000 meters	6.2137 miles.	Meter	1 meter	39.37 inches.
Kilometer	1,000 meters	0.62137 mile.	Decimeter	0.1 meter	3.937 inches.
Hectometer	100 meters	328 feet 1 inch.	Centimeter	0.01 meter	0.3937 inch.
Dekameter	10 meters	393.7 inches.	Millimeter	0.001 meter	0.0394 inch.

AREA

Hectare	10,000 square meters	2.471 acres.
Are	100 square meters	119.6 square yards.
Centiare	1 square meter	1,550 square inches.

WEIGHT

Name	Number of grams	Volume of water corresponding to weight	Avoirdupois weight of water
Metric ton, millier or tonneau	1,000,000	1 cubic meter	2,204.6 pounds.
Kilogram or kilo	1,000	1 liter	2.2046 pounds.
Hectogram	100	1 deciliter	3.5274 ounces.
Dekagram	10	10 cubic centimeters	0.3527 ounce.
Gram	1	1 cubic centimeter	15.432 grains.
Decigram	.1	0.1 cubic centimeter	1.5432 grains.
Centigram	.01	10 cubic millimeters	0.1543 grain.
Milligram	.001	1 cubic millimeter	0.0154 grain.

CAPACITY

Name	Number of liters	Metric cubic measure	United States measure	British measure
Kiloliter or stere	1,000	1 cubic meter	1.308 cubic yards	1.308 cubic yards.
Hectoliter	100	0.1 cubic meter	2.838 bushels; 26,417 gallons.	2.75 bushels; 22.00 gallons.
Dekaliter	10	10 cubic decimeters	1.135 pecks; 2.6417 gallons.	8.80 quarts; 2.200 gallons.
Liter	1	1 cubic decimeter	0.908 dry quart; 1.0567 liquid quarts.	0.880 quart.
Deciliter	.1	0.1 cubic decimeter	6.1023 cubic inches; 0.845 gill.	0.704 gill.
Centiliter	.01	10 cubic centimeters	0.6102 cubic inch; 0.338 fluid ounce.	0.352 fluid ounce
Milliliter	.001	1 cubic centimeter	0.061 cubic inch; 0.271 fluid dram.	0.284 fluid dram.

COMMON MEASURES AND THEIR METRIC EQUIVALENTS

Common measure	Equivalent	Common measure	Equivalent
Inch	2.54 centimeters.	Dry quart, United States	1.101 liters.
Foot	0.3048 meter.	Quart, imperial	1.136 liters.
Yard	0.9144 meter.	Gallon, United States	3.785 liters.
Rod	5.029 meters.	Gallon, imperial	4.546 liters.
Mile	1.6093 kilometers.	Peck, United States	8.810 liters.
Square inch	6.452 square centimeters.	Peck, imperial	9.092 liters.
Square foot	0.0929 square meter.	Bushel, United States	35.24 liters.
Square yard	0.836 square meter.	Bushel, imperial	36.37 liters.
Square rod	25.29 square meters.	Ounce, avoirdupois	28.35 grams.
Acre	0.4047 hectare.	Pound, avoirdupois	0.4536 kilogram.
Square mile	259 hectares.	Ton, long	1.0160 metric tons.
Cubic inch	16.39 cubic centimeters.	Ton, short	0.9072 metric ton.
Cubic foot	0.0283 cubic meter.	Grain	0.0648 gram.
Cubic yard	0.7646 cubic meter.	Ounce, troy	31.103 grams.
Cord	3.625 steres.	Pound, troy	0.3732 kilogram.
Liquid quart, United States	0.9463 liter.		

METRIC TABLES—Continued

U.S. EQUIVALENTS OF THE PRINCIPAL WEIGHTS AND MEASURES USED IN FOREIGN AGRICULTURAL STATISTICS

[With suggestions by the Department of Agriculture]

Weight or measure	Country
1 ardeb = 1.98 hectoliters = 5.6189 Winchester or United States bushels.	Egypt.
1 arroba = 25 pounds, avoirdupois.	Cuba.
1 batman = 6.5 pounds, avoirdupois.	Iran.
1 bouw = 7,096.5 square meters = 1.754 acres.	Indonesia.
1 cantar = 44.928 kilograms = 99.049 pounds, avoirdupois.	Egypt.
1 catty (kati) = 1⅓ pounds, avoirdupois.	China.
1 central = 100 pounds, avoirdupois.	United States, Canada, Union of South Africa.[1]
1 centner = 110.23 pounds, avoirdupois.	Denmark.
1 chetvert = 5.9568 Winchester bushels.	Union of Soviet Socialist Republics.
1 cho = 2.4506 acres	Japan.
1 dekar = 0.2471 acre	Norway.
1 dessiatine = 2.6997 acres	Union of Soviet Socialist Republics.
1 donum = 0.227 acre	Turkey.
1 doppelzentner = 220.46 pounds, avoirdupois.	Germany.
1 feddan = 1.038 acres	Egypt.
1 hectare = 2.471 acres	(2).
1 hectoliter = 2.8378 Winchester bushels.	(2).
1 hectoliter = 26.418 United States gallons.	(2).
1 hundredweight (long) = 112 pounds, avoirdupois.	United Kingdom, Australia.[1]
1 hundredweight (or cental) = 100 pounds, avoirdupois.	United States, Canada, Union of South Africa.[1]
1 imperial bushel = 1.03205 Winchester bushels.	United Kingdom, Canada, Australia, Union of South Africa.[1]
1 imperial gallon = 1.2009 United States gallons.	Do.[1]
1 joch (cadastral hold, or cadastral arpent) = 1.422 acres.	Hungary.
1 kilogram = 2.2046 pounds, avoirdupois.	(2).
1 kin = 1.3228 pounds, avoirdupois.	Japan.
1 ko = 2.3966 acres	Formosa.
1 koku = 4.9602 imperial bushels = 5.1192 Winchester bushels.	Japan.
1 koku = 47.655 United States standard gallons.	Japan.
1 kwan = 8.2673 pounds, avoirdupois.	Do.
1 liter = 0.028378 Winchester bushel = 0.26418 United States gallon.	(2).
1 manzana = 1.7266 acres	Guatemala.
1 maund = 82.2857 pounds, avoirdupois.	British India.
1 mesana = 0.6397 acre	Cuba.
1 morgen = 2.1165 acres	Union of South Africa.
1 mow = 0.1518 acre (varying)	China.
1 oke = 1.248 kilograms = 2.751 pounds, avoirdupois.	Egypt.
1 oke = 2.822 pounds, avoirdupois.	Greece.
1 picul = 133⅓ pounds, avoirdupois.	China.
1 picul = 61.761 kilograms = 136.16 pounds, avoirdupois.	Indonesia.
1 picul = 132.28 pounds, avoirdupois.	Japan.
1 pood = 36.1128 pounds, avoirdupois.	Union of Soviet Socialist Republics.
1 pound, Great Venetian = 1.0582 pounds, avoirdupois.	Greece.
1 quintal (double centner, or metric centner) = 220.46 pounds, avoirdupois.	(2).
1 quarter = 8 imperial bushels = 8.2564 Winchester bushels.	United Kingdom.
1 rai = 0.3954 acre	Thailand.
1 Russian pound = 1/40 pood = 0.90282 pound, avoirdupois.	Union of Soviet Socialist Republics.
1 stremma (royal) = 0.2471 acre.	Greece.
1 tan (or picul) = 133⅓ pounds, avoirdupois.	China.
1 ton (long) = 2,240 pounds, avoidupois.	United States (foreign trade) and United Kingdom.
1 ton (metric) = 2,204.6 pounds, avoirdupois.	(2).
1 ton (short) = 2,000 pounds, avoirdupois.	United States (internal trade) and Canada (foreign trade).
1 zentner = 110.23 pounds, avoirdupois.	Germany.

[1] List of countries given may not be complete.

[2] Metric system.

NOTE.—The values given are believed to be carried to a sufficient number of decimal places to meet the purpose for which the units may be used.

PICAS REDUCED TO INCHES

Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches
1	0.166	18	2.988	35	5.811	52	8.634	69	11.457	86	14.279
2	.332	19	3.154	36	5.977	53	8.800	70	11.623	87	14.445
3	.498	20	3.320	37	6.143	54	8.966	71	11.789	88	14.611
4	.664	21	3.487	38	6.309	55	9.132	72	11.955	89	14.778
5	.830	22	3.653	39	6.475	56	9.298	73	12.121	90	14.944
6	.996	23	3.819	40	6.641	57	9.464	74	12.287	91	15.110
7	1.162	24	3.985	41	6.807	58	9.630	75	12.453	92	15.276
8	1.328	25	4.151	42	6.973	59	9.796	76	12.619	93	15.442
9	1.494	26	4.317	43	7.139	60	9.962	77	12.785	94	15.608
10	1.660	27	4.483	44	7.306	61	10.128	78	12.951	95	15.774
11	1.826	28	4.649	45	7.472	62	10.294	79	13.117	96	15.940
12	1.992	29	4.815	46	7.638	63	10.460	80	13.283	97	16.106
13	2.158	30	4.981	47	7.804	64	10.626	81	13.449	98	16.272
14	2.324	31	5.147	48	7.970	65	10.792	82	13.615	99	16.438
15	2.490	32	5.313	49	8.136	66	10.959	83	13.781	100	16.604
16	2.656	33	5.479	50	8.302	67	11.125	84	13.947	125	20.750
17	2.822	34	5.645	51	8.468	68	11.291	85	14.113	150	24.900

INCREASE OF TEXT BY SPACING

If lines are spaced 2 points—
6-point type is increased one-third.
8-point type is increased one-fourth.
10-point type is increased one-fifth.
11-point type is increased two-elevenths.
12-point type is increased one-sixth.

NUMBER OF WORDS AND EMS TO THE SQUARE INCH

Size of type	Number of words		Number of ems	Size of type	Number of words		Number of ems
	Solid	Leaded[1]			Solid	Leaded[1]	
14 point	11	8	26½	8 point	32	23	81
12 point	14	11	36	6 point	47	34	144
11 point	17	14	43	5 point	69	50	207
10 point	21	16	52				

[1] "Leaded" refers to 2 points of space between lines.

NOTES

NOTES

19. COUNTIES

Following the practice of modern-day geographers and cartographers the genitive apostrophe is not used in county names.

Note the orthography of names of the following counties:

Allegany in Maryland and New York
Alleghany in North Carolina and Virginia
Allegheny in Pennsylvania
Andrew in Missouri
Andrews in Texas
Aransas in Texas
Arkansas in Arkansas
Barber in Kansas
Barbour in Alabama and West Virginia
Brevard in Florida
Broward in Florida
Brooke in West Virginia
Brooks in Georgia and Texas
Brown in all States
Bulloch in Georgia
Bullock in Alabama
Burnet in Texas
Burnett in Wisconsin
Cheboygan in Michigan; Sheboygan in Wisconsin
Clarke in Alabama, Georgia, Iowa, Mississippi, and Virginia; all others Clark
Coffee in Alabama, Georgia, and Tennessee
Coffey in Kansas
Coal in Oklahoma
Cole in Missouri
Coles in Illinois
Cook in Illinois and Minnesota
Cooke in Texas
Davidson in North Carolina and Tennessee
Davie in North Carolina
Daviess in Indiana, Kentucky, and Missouri
Davis in Iowa and Utah
Davison in South Dakota
De Kalb in Alabama, Georgia, Illinois, and Indiana
DeKalb in Tennessee
Dickenson in Virginia
Dickinson in Iowa, Kansas, and Michigan
Dickson in Tennessee
Douglas in all States
Forrest in Mississippi; Forest in others
Glascock in Georgia
Glasscock in Texas
Green in Kentucky and Wisconsin; all others Greene
Harford in Maryland
Hartford in Connecticut
Huntingdon in Pennsylvania
Huntington in Indiana
Johnston in North Carolina and Oklahoma; all others Johnson
Kanabec in Minnesota
Kennebec in Maine
Kearney in Nebraska
Kearny in Kansas
Lawrence in all States
Linn in Iowa, Kansas, Missouri, and Oregon
Lynn in Texas
Loudon in Tennessee
Loudoun in Virginia
Manatee in Florida
Manistee in Michigan
Merced in California; Mercer elsewhere
Morton in Kansas
Norton in Kansas
Muscogee in Georgia
Muskogee in Oklahoma
Park in Colorado and Montana
Parke in Indiana
Pottawatomie in Kansas and Oklahoma
Pottawattamie in Iowa
Sanders in Montana
Saunders in Nebraska
Smyth in Virginia; all others Smith
Stafford in Virginia
Strafford in New Hampshire
Stanley in South Dakota
Stanly in North Carolina
Stark in Illinois, North Dakota, and Ohio
Starke in Indiana
Stephens in Georgia, Oklahoma, and Texas
Stevens in Kansas, Minnesota, and Washington
Storey in Nevada
Story in Iowa
Terrell in Georgia and Texas
Tyrrell in North Carolina
Tooele in Utah
Toole in Montana
Vermillion in Indiana; all others Vermilion
Woods in Oklahoma; all others Wood
Wyandot in Ohio
Wyandotte in Kansas

ALABAMA (67 counties)

Autauga
Baldwin
Barbour
Bibb
Blount
Bullock
Butler
Calhoun
Chambers
Cherokee
Chilton
Choctaw
Clarke
Clay
Cleburne
Coffee
Colbert
Conecuh
Coosa
Covington

Crenshaw
Cullman
Dale
Dallas
De Kalb
Elmore
Escambia
Etowah
Fayette
Franklin
Geneva
Greene
Hale
Henry
Houston
Jackson
Jefferson
Lamar
Lauderdale
Lawrence
Lee
Limestone
Lowndes
Macon
Madison
Marengo
Marion
Marshall
Mobile
Monroe
Montgomery
Morgan
Perry
Pickens
Pike
Randolph
Russell
St. Clair
Shelby
Sumter
Talladega
Tallapoosa
Tuscaloosa
Walker
Washington
Wilcox
Winston

ALASKA ((*) signifies boroughs, all others are Census divisions)

Aleutian Islands
Anchorage*
Bethel
Bristol Bay*
Dillingham
Fairbanks North Star*
Haines*
Juneau*
Kenai Peninsula*
Ketchikan Gateway*
Kobuk
Kodiak Island*
Matanuska-Susitna*
Nome
North Slope*
Prince of Wales-Outer Ketchikan
Sitka*
Skagway-Yakutat-Angoon
Southeast Fairbanks
Valdez-Cordova
Wade Hampton
Wrangell-Petersburg
Yukon-Koyukuk

ARIZONA (15 counties)

Apache
Cochise
Coconino
Gila
Graham
Greenlee
La Paz
Maricopa
Mohave
Navajo
Pima
Pinal
Santa Cruz
Yavapai
Yuma

ARKANSAS (75 counties)

Arkansas
Ashley
Baxter
Benton
Boone
Bradley
Calhoun
Carroll
Chicot
Clark
Clay
Cleburne
Cleveland
Columbia
Conway
Craighead
Crawford
Crittenden
Cross
Dallas
Desha
Drew
Faulkner
Franklin
Fulton
Garland
Grant
Greene
Hempstead
Hot Spring
Howard
Independence
Izard
Jackson
Jefferson
Johnson
Lafayette
Lawrence
Lee
Lincoln
Little River
Logan
Lonoke
Madison
Marion
Miller
Mississippi
Monroe
Montgomery
Nevada
Newton
Ouachita
Perry
Phillips
Pike
Poinsett
Polk
Pope
Prairie
Pulaski
Randolph
St. Francis
Saline
Scott
Searcy
Sebastian
Sevier
Sharp
Stone
Union
Van Buren
Washington
White
Woodruff
Yell

CALIFORNIA (58 counties)

Alameda
Alpine
Amador
Butte
Calaveras
Colusa
Contra Costa
Del Norte
El Dorado
Fresno
Glenn
Humboldt
Imperial
Inyo
Kern
Kings
Lake
Lassen
Los Angeles
Madera
Marin
Mariposa
Mendocino
Merced
Modoc
Mono
Monterey
Napa
Nevada
Orange
Placer
Plumas
Riverside
Sacramento
San Benito
San Bernardino
San Diego
San Francisco
San Joaquin
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Santa Cruz
Shasta
Sierra
Siskiyou
Solano
Sonoma
Stanislaus
Sutter
Tehama
Trinity
Tulare
Tuolumne
Ventura
Yolo
Yuba

COLORADO (63 counties)

Adams
Alamosa
Arapahoe
Archuleta
Baca
Bent
Boulder
Chaffee
Cheyenne
Clear Creek
Conejos
Costilla
Crowley
Custer
Delta
Denver
Dolores
Douglas
Eagle
Elbert
El Paso
Fremont
Garfield
Gilpin
Grand
Gunnison
Hinsdale
Huerfano
Jackson
Jefferson
Kiowa
Kit Carson
Lake
La Plata
Larimer
Las Animas
Lincoln
Logan
Mesa
Mineral
Moffat
Montezuma
Montrose
Morgan
Otero
Ouray
Park
Phillips
Pitkin
Prowers
Pueblo
Rio Blanco
Rio Grande
Routt
Saguache
San Juan
San Miguel
Sedgwick
Summit
Teller
Washington
Weld
Yuma

CONNECTICUT (8 counties)

Fairfield
Hartford
Litchfield
Middlesex
New Haven
New London
Tolland
Windham

DELAWARE (3 counties)

Kent
New Castle
Sussex

DISTRICT OF COLUMBIA (single entity)

FLORIDA (67 counties)

Alachua
Baker
Bay
Bradford
Brevard
Broward
Calhoun
Charlotte
Citrus
Clay
Collier
Columbia
Dade
De Soto
Dixie
Duval
Escambia
Flagler
Franklin
Gadsden
Gilchrist
Glades
Gulf
Hamilton
Hardee
Hendry
Hernando
Highlands
Hillsborough
Holmes
Indian River
Jackson
Jefferson
Lafayette
Lake
Lee
Leon
Levy
Liberty
Madison
Manatee
Marion
Martin
Monroe
Nassau
Okaloosa
Okeechobee
Orange
Osceola
Palm Beach
Pasco
Pinellas
Polk
Putnam
St. Johns
St. Lucie
Santa Rosa
Sarasota
Seminole
Sumter
Suwannee
Taylor
Union
Volusia
Wakulla
Walton
Washington

GEORGIA (159 counties)

Appling
Atkinson
Bacon
Baker
Baldwin
Banks
Barrow
Bartow
Ben Hill
Berrien
Bibb
Bleckley
Brantley
Brooks
Bryan
Bulloch
Burke
Butts
Calhoun
Camden
Candler
Carroll
Catoosa
Charlton
Chatham
Chattahoochee
Chattooga
Cherokee
Clarke
Clay
Clayton
Clinch
Cobb
Coffee
Colquitt
Columbia
Cook
Coweta
Crawford
Crisp
Dade
Dawson
Decatur
De Kalb
Dodge
Dooly
Dougherty
Douglas
Early
Echols
Effingham
Elbert
Emanuel
Evans
Fannin
Fayette
Floyd
Forsyth
Franklin
Fulton
Gilmer
Glascock
Glynn
Gordon
Grady
Greene
Gwinnett
Habersham
Hall
Hancock
Haralson
Harris
Hart
Heard
Henry
Houston
Irwin
Jackson
Jasper
Jeff Davis
Jefferson
Jenkins
Johnson
Jones
Lamar
Lanier
Laurens
Lee
Liberty
Lincoln
Long
Lowndes
Lumpkin
McDuffie
McIntosh
Macon
Madison
Marion
Meriwether
Miller
Mitchell
Monroe
Montgomery
Morgan
Murray
Muscogee
Newton
Oconee
Oglethorpe
Paulding
Peach
Pickens
Pierce
Pike
Polk
Pulaski
Putnam
Quitman
Rabun
Randolph
Richmond
Rockdale
Schley
Screven
Seminole
Spalding
Stephens
Stewart
Sumter
Talbot
Taliaferro
Tattnall
Taylor
Telfair
Terrell
Thomas
Tift
Toombs
Towns
Treutlen
Troup
Turner
Twiggs
Union
Upson
Walker
Walton
Ware
Warren
Washington
Wayne
Webster
Wheeler
White
Whitfield
Wilcox
Wilkes
Wilkinson
Worth

HAWAII (5 counties)

Hawaii
Honolulu
Kalawao
Kauai
Maui

IDAHO (44 counties)

Ada
Adams
Bannock
Bear Lake
Benewah
Bingham
Blaine
Boise
Bonner
Bonneville
Boundary
Butte
Camas
Canyon
Caribou
Cassia
Clark
Clearwater
Custer
Elmore
Franklin
Fremont
Gem
Gooding
Idaho
Jefferson
Jerome
Kootenai
Latah
Lemhi
Lewis
Lincoln
Madison
Minidoka
Nez Perce
Oneida
Owyhee
Payette
Power
Shoshone
Teton
Twin Falls
Valley
Washington

ILLINOIS (102 counties)

Adams
Alexander
Bond
Boone
Brown
Bureau
Calhoun
Carroll
Cass
Champaign
Christian
Clark
Clay
Clinton
Coles
Cook
Crawford
Cumberland
De Kalb
De Witt
Douglas
Du Page
Edgar
Edwards
Effingham
Fayette
Ford
Franklin
Fulton
Gallatin
Greene
Grundy
Hamilton
Hancock
Hardin
Henderson
Henry
Iroquois
Jackson
Jasper
Jefferson
Jersey
Jo Daviess
Johnson
Kane
Kankakee
Kendall
Knox
Lake
La Salle
Lawrence
Lee
Livingston
Logan
McDonough
McHenry
McLean
Macon
Macoupin
Madison
Marion
Marshall
Mason
Massac
Menard
Mercer
Monroe
Montgomery
Morgan
Moultrie
Ogle
Peoria
Perry
Piatt
Pike
Pope
Pulaski
Putnam
Randolph
Richland
Rock Island
St. Clair
Saline
Sangamon
Schuyler
Scott
Shelby
Stark
Stephenson
Tazewell
Union
Vermilion
Wabash
Waren
Washington
Wayne
White
Whiteside
Will
Williamson
Winnebago
Woodford

INDIANA (92 counties)

Adams
Allen
Bartholomew
Benton
Blackford
Boone
Brown
Carroll
Cass
Clark
Clay
Clinton
Crawford
Daviess
Dearborn
Decatur
De Kalb
Delaware
Dubois
Elkhart
Fayette
Floyd
Fountain
Franklin
Fulton
Gibson
Grant
Greene
Hamilton
Hancock
Harrison
Hendricks
Henry
Howard
Huntington
Jackson
Jasper
Jay
Jefferson
Jennings
Johnson
Knox
Kosciusko
LaGrange
Lake
La Porte
Lawrence
Madison
Marion
Marshall
Martin
Miami
Monroe
Montgomery
Morgan
Newton
Noble
Ohio
Orange
Owen
Parke
Perry
Pike
Porter
Posey
Pulaski
Putnam
Randolph
Ripley
Rush
St. Joseph
Scott
Shelby
Spencer
Starke
Steuben
Sullivan
Switzerland
Tippecanoe
Tipton
Union
Vanderburgh
Vermillion
Vigo
Wabash
Warren
Warrick
Washington
Wayne
Wells
White
Whitley

IOWA (99 counties)

Adair
Adams
Allamakee
Appanoose
Audubon
Benton
Black Hawk
Boone
Bremer
Buchanan
Buena Vista
Butler
Calhoun
Carroll
Cass
Cedar
Cerro Gordo
Cherokee
Chickasaw
Clarke
Clay
Clayton
Clinton
Crawfold
Dallas
Davis
Decatur
Delaware
Des Moines
Dickinson
Dubuque
Emmet
Fayette
Floyd
Franklin
Fremont
Greene
Grundy
Guthrie
Hamilton
Hancock
Hardin
Harrison
Henry
Howard
Humboldt
Ida
Iowa
Jackson
Jasper
Jefferson
Johnson
Jones
Keokuk
Kossuth
Lee
Linn
Louisa
Lucas
Lyon
Madison
Mahaska
Marion
Marshall
Mills
Mitchell
Monona
Monroe
Montgomery
Muscatine
O'Brien
Osceola
Page
Palo Alto
Plymouth
Pocahontas
Polk
Pottawattamie
Poweshiek
Ringgold
Sac
Scott
Shelby
Sioux
Story
Tama
Taylor
Union
Van Buren
Wapello
Warren
Washington
Wayne
Webster
Winnebago
Winneshiek
Woodbury
Worth
Wright

KANSAS (105 counties)

Allen
Anderson
Atchison
Barber
Barton
Bourbon
Brown
Butler
Chase
Chautauqua
Cherokee
Cheyenne
Clark
Clay
Cloud
Coffey
Comanche
Cowley
Crawford
Decatur
Dickinson
Doniphan
Douglas
Edwards
Elk
Ellis
Ellsworth
Finney
Ford
Franklin
Geary
Gove
Graham
Grant
Gray

Greeley
Greenwood
Hamilton
Harper
Harvey
Haskell
Hodgeman
Jackson
Jefferson
Jewell
Johnson
Kearny
Kingman
Kiowa
Labette
Lane
Leavenworth
Lincoln
Linn
Logan
Lyon
McPherson
Marion
Marshall
Meade
Miami
Mitchell
Montgomery
Morris
Morton
Nemaha
Neosho
Ness
Norton
Osage
Osborne
Ottawa
Pawnee
Phillips
Pottawatomie
Pratt
Rawlins
Reno
Republic
Rice
Riley
Rooks
Rush
Russell
Saline
Scott
Sedgwick
Seward
Shawnee
Sheridan
Sherman
Smith
Stafford
Stanton
Stevens
Sumner
Thomas
Trego
Wabaunsee
Wallace
Washington
Wichita
Wilson
Woodson
Wyandotte

KENTUCKY (120 counties)

Adair
Allen
Anderson
Ballard
Barren
Bath
Bell
Boone
Bourbon
Boyd
Boyle
Bracken
Breathitt
Breckinridge
Bullitt
Butler
Caldwell
Calloway
Campbell
Carlisle
Carroll
Carter
Casey
Christian
Clark
Clay
Clinton
Crittenden
Cumberland
Daviess
Edmonson
Elliott
Estill
Fayette
Fleming
Floyd
Franklin
Fulton
Gallatin
Garrard
Grant
Graves
Grayson
Green
Greenup
Hancock
Hardin
Harlan
Harrison
Hart
Henderson
Henry
Hickman
Hopkins
Jackson
Jefferson
Jessamine
Johnson
Kenton
Knott
Knox
Larue
Laurel
Lawrence
Lee
Leslie
Letcher
Lewis
Lincoln
Livingston
Logan
Lyon
McCracken
McCreary
McLean
Madison
Magoffin
Marion
Marshall
Martin
Mason
Meade
Menifee
Mercer
Metcalfe
Monroe
Montgomery
Morgan
Muhlenberg
Nelson
Nicholas
Ohio
Oldham
Owen
Owsley
Pendleton
Perry
Pike
Powell
Pulaski
Robertson
Rockcastle
Rowan
Russell
Scott
Shelby
Simpson
Spencer
Taylor
Todd
Trigg
Trimble
Union
Warren
Washington
Wayne
Webster
Whitley
Wolfe
Woodford

LOUISIANA (64 parishes)

Acadia
Allen
Ascension
Assumption
Avoyelles
Beauregard
Bienville
Bossier
Caddo
Calcasieu
Caldwell
Cameron
Catahoula
Claiborne
Concordia
De Soto
East Baton Rouge
East Carroll
East Feliciana
Evangeline
Franklin
Grant
Iberia
Iberville
Jackson
Jefferson
Jefferson Davis
Lafayette
Lafourche
La Salle
Lincoln
Livingston
Madison
Morehouse
Natchitoches
Orleans
Ouachita
Plaquemines
Pointe Coupee
Rapides
Red River
Richland
Sabine
St. Bernard
St. Charles
St. Helena
St. James
St. John the Baptist
St. Landry
St. Martin
St. Mary
St. Tammany
Tangipahoa
Tensas
Terrebonne
Union
Vermilion
Vernon
Washington
Webster
West Baton Rouge
West Carroll
West Feliciana
Winn

MAINE (16 counties)

Androscoggin
Aroostook
Cumberland
Franklin
Hancock
Kennebec
Knox
Lincoln
Oxford
Penobscot
Piscataquis
Sagadahoc
Somerset
Waldo
Washington
York

MARYLAND (23 counties)

Allegany
Anne Arundel
Baltimore
Calvert
Caroline
Carroll
Cecil
Charles
Dorchester
Frederick
Garrett
Harford
Howard
Kent
Montgomery
Prince Georges
Queen Annes
St. Marys
Somerset
Talbot
Washington
Wicomico
Worcester

MASSACHUSETTS (14 counties)

Barnstable
Berkshire
Bristol
Dukes
Essex
Franklin
Hampden
Hampshire
Middlesex
Nantucket
Norfolk
Plymouth
Suffolk
Worcester

MICHIGAN (83 counties)

Alcona
Alger
Allegan
Alpena
Antrim
Arenac
Baraga
Barry
Bay
Benzie
Berrien
Branch
Calhoun
Cass
Charlevoix
Cheboygan
Chippewa
Clare
Clinton
Crawford
Delta
Dickinson
Eaton
Emmet
Genesee
Gladwin
Gogebic
Grand Traverse
Gratiot
Hillsdale
Houghton
Huron
Ingham
Ionia
Iosco
Iron
Isabella
Jackson
Kalamazoo
Kalkaska
Kent
Keweenaw
Lake
Lapeer
Leelanau
Lenawee
Livingston
Luce
Mackinac
Macomb
Manistee
Marquette
Mason
Mecosta
Menominee
Midland
Missaukee
Monroe
Montcalm
Montmorency
Muskegon
Newaygo
Oakland
Oceana
Ogemaw
Ontonagon
Osceola
Oscoda
Otsego
Ottawa
Presque Isle
Roscommon
Saginaw
St. Clair
St. Joseph
Sanilac
Schoolcraft
Shiawassee
Tuscola
Van Buren
Washtenaw
Wayne
Wexford

MINNESOTA (87 counties)

Aitkin
Anoka
Becker
Beltrami
Benton
Big Stone
Blue Earth
Brown
Carlton
Carver
Cass
Chippewa
Chisago
Clay
Clearwater
Cook
Cottonwood
Crow Wing
Dakota
Dodge
Douglas
Faribault
Fillmore
Freeborn
Goodhue
Grant
Hennepin
Houston
Hubbard
Isanti
Itasca
Jackson
Kanabec
Kandiyohi
Kittson
Koochiching
Lac qui Parle
Lake
Lake of the Woods
Le Sueur
Lincoln
Lyon
McLeod
Mahnomen
Marshall
Martin
Meeker
Mille Lacs
Morrison
Mower
Murray
Nicollet
Nobles
Norman
Olmsted
Otter Tail
Pennington
Pine
Pipestone
Polk
Pope
Ramsey
Red Lake
Redwood
Renville
Rice
Rock
Roseau
St Louis
Scott
Sherburne
Sibley
Stearns
Steele
Stevens
Swift
Todd
Traverse
Wabasha
Wadena
Waseca
Washington
Watonwan
Wilkin
Winona
Wright
Yellow Medicine

MISSISSIPPI (82 counties)

Adams
Alcorn
Amite
Attala
Benton
Bolivar
Calhoun
Carroll
Chickasaw
Choctaw
Claiborne
Clarke
Clay
Coahoma
Copiah
Covnington
DeSoto
Forrest
Franklin
George
Greene
Grenada
Hancock
Harrison
Hinds
Holmes
Humphreys
Issaquena
Itawamba
Jackson
Jasper
Jefferson
Jefferson Davis
Jones
Kemper
Lafayette
Lamar
Lauderdale
Lawrence
Leake
Lee
Leflore
Lincoln
Lowndes
Madison
Marion
Marshall
Monroe
Montgomery
Neshoba
Newton
Noxubee
Oktibbeha
Panola
Pearl River
Perry
Pike
Pontotoc
Prentiss
Quitman
Rankin
Scott
Sharkey
Simpson
Smith
Stone
Sunflower
Tallahatchie
Tate
Tippah
Tishomingo
Tunica
Union
Walthall
Warren
Washington
Wayne
Webster
Wilkinson
Winston
Yalobusha
Yazoo

MISSOURI (114 counties)

Adair
Andrew
Atchison
Audrain
Barry
Barton
Bates
Benton
Bollinger
Boone
Buchanan
Butler
Caldwell
Callaway
Camden
Cape Girardeau
Carroll
Carter
Cass
Cedar
Chariton
Christian
Clark
Clay
Clinton
Cole
Cooper
Crawford
Dade
Dallas
Daviess
De Kalb
Dent
Douglas
Dunklin
Franklin
Gasconade
Gentry
Greene
Grundy
Harrison
Henry
Hickory
Holt
Howard
Howell
Iron
Jackson
Jasper
Jefferson
Johnson
Knox
Laclede
Lafayette
Lawrence
Lewis
Lincoln
Linn
Livingston
McDonald
Macon
Madison
Maries
Marion
Mercer
Miller
Mississippi
Moniteau
Monroe
Montgomery
Morgan
New Madrid
Newton
Nodaway
Oregon

Osage
Ozark
Pemiscot
Perry
Pettis
Phelps
Pike
Platte
Polk
Pulaski
Putnam
Ralls
Randolph
Ray
Reynolds
Ripley
St. Charles
St. Clair
St. Francois
Ste. Genevieve
St. Louis
Saline
Schuyler
Scotland
Scott
Shannon
Shelby
Stoddard
Stone
Sullivan
Taney
Texas
Vernon
Warren
Washington
Wayne
Webster
Worth
Wright

MONTANA (56 counties)

Beaverhead
Big Horn
Blaine
Broadwater
Carbon
Carter
Cascade
Chouteau
Custer
Daniels
Dawson
Deer Lodge
Fallon
Fergus
Flathead
Gallatin
Garfield
Glacier
Golden Valley
Granite
Hill
Jefferson
Judith Basin
Lake
Lewis and Clark
Liberty
Lincoln
McCone
Madison
Meagher
Mineral
Missoula
Musselshell
Park
Petroleum
Phillips
Pondera
Powder River
Powell
Prairie
Ravalli
Richland
Roosevelt
Rosebud
Sanders
Sheridan
Silver Bow
Stillwater
Sweet Grass
Teton
Toole
Treasure
Valley
Wheatland
Wibaux
Yellowstone

NEBRASKA (93 counties)

Adams
Antelope
Arthur
Banner
Blaine
Boone
Box Butte
Boyd
Brown
Buffalo
Burt
Butler
Cass
Cedar
Chase
Cherry
Cheyenne
Clay
Colfax
Cuming
Custer
Dakota
Dawes
Dawson
Deuel
Dixon
Dodge
Douglas
Dundy
Fillmore
Franklin
Frontier
Furnas
Gage
Garden
Garfield
Gosper
Grant
Greeley
Hall
Hamilton
Harlan
Hayes
Hitchcock
Holt
Hooker
Howard
Jefferson
Johnson
Kearney
Keith
Keya Paha
Kimball
Knox
Lancaster
Lincoln
Logan
Loup
McPherson
Madison
Merrick
Morrill
Nance
Nemaha
Nuckolls
Otoe
Pawnee
Perkins
Phelps
Pierce
Platte
Polk
Red Willow
Richardson
Rock
Saline
Sarpy
Saunders
Scotts Bluff
Seward
Sheridan
Sherman
Sieoux
Stanton
Thayer
Thomas
Thurston
Valley
Washington
Wayne
Webster
Wheeler
York

NEVADA (16 counties)

Churchill
Clark
Douglas
Elko
Esmeralda
Eureka
Humboldt
Lander
Lincoln
Lyon
Mineral
Nye
Pershing
Storey
Washoe
White Pine

NEW HAMPSHIRE (10 counties)

Belknap
Carroll
Cheshire
Coos
Grafton
Hillsborough
Merrimack
Rockingham
Strafford
Sullivan

NEW JERSEY (21 counties)

Atlantic
Bergen
Burlington
Camden
Cape May
Cumberland
Essex
Gloucester
Hudson
Hunterdon
Mercer
Middlesex
Monmouth
Morris
Ocean
Passaic
Salem
Somerset
Sussex
Union
Warren

NEW MEXICO (33 counties)

Bernalillo
Catron
Chaves
Cibola
Colfax
Curry
De Baca
Dona Ana
Eddy
Grant
Guadalupe
Harding
Hidalgo
Lea
Lincoln
Los Alamos
Luna
McKinley
Mora
Otero
Quay
Rio Arriba
Roosevelt
Sandoval
San Juan
San Miguel
Santa Fe
Sierra
Socorro
Taos
Torrance
Union
Valencia

NEW YORK (62 counties)

Albany
Allegany
Bronx
Broome
Cattaraugus
Cayuga
Chautauqua
Chemung
Chenango
Clinton
Columbia
Cortland
Delaware
Dutchess
Erie
Essex
Franklin
Fulton
Genesee
Greene
Hamilton
Kerkimer
Jefferson
Kings
Lewis
Livingston
Madison
Monroe
Montgomery
Nassau
New York
Niagara
Oneida
Onandaga
Ontario
Orange
Orleans
Oswego
Otsego
Putnam
Queens
Rensselaer
Richmond
Rockland
St. Lawrence
Saratoga
Schenectady
Schoharie
Schuyler
Seneca
Steuben
Suffolk
Sullivan
Tioga
Tompkins
Ulster
Warren
Washington
Wayne
Westchester
Wyoming
Yates

NORTH CAROLINA (100 counties)

Alamance
Alexander
Alleghany
Anson
Ashe
Avery
Beaufort
Bertie
Bladen
Brunswick
Buncombe
Burke
Cabarrus
Caldwell
Camden
Carteret
Caswell
Catawba
Chatham
Cherokee
Chowan
Clay
Cleveland
Columbus
Craven
Cumberland
Currituck
Dare
Davidson
Davie
Duplin
Durham
Edgecombe
Forsyth
Franklin
Gaston
Gates
Graham
Granville
Greene
Guilford
Halifax
Harnett
Haywood
Henderson
Hertford
Hoke
Hyde
Iredell
Jackson
Johnston
Jones
Lee
Lenoir
Lincoln
McDowell
Macon
Madison
Martin
Mecklenburg
Mitchell
Montgomery
Moore
Nash
New Hanover
Northampton
Onslow
Orange
Pamlico
Pasquotank
Pender
Perquimans
Person
Pitt
Polk
Randolph
Richmond
Robeson
Rockingham
Rowan
Rutherford
Sampson
Scotland
Stanly
Stokes
Surry
Swain
Transylvania
Tyrrell
Union
Vance
Wake
Warren
Washington
Watauga
Wayne
Wilkes
Wilson
Yadkin
Yancey

NORTH DAKOTA (53 counties)

Adams
Barnes
Benson
Billings
Bottineau
Bowman
Burke
Burleigh
Cass
Cavalier
Dickey
Divide
Dunn
Eddy
Emmons
Foster
Golden Valley
Grand Forks
Grant
Griggs
Hettinger
Kidder
La Moure
Logan
McHenry
McIntosh
McKenzie
McLean
Mercer
Morton
Mountrail
Nelson
Oliver
Pembina
Pierce
Ramsey
Ransom
Renville
Richland
Rolette
Sargent
Sheridan
Sioux
Slope
Stark
Steele
Stutsman
Towner
Traill
Walsh
Ward
Wells
Williams

OHIO (88 counties)

Adams
Allen
Ashland
Ashtabula
Athens
Auglaize
Belmont
Brown
Butler
Carroll
Champaign
Clark
Clermont
Clinton
Columbiana
Coshocton
Crawford
Cuyahoga
Darke
Defiance
Delaware
Erie
Fairfield
Fayette
Franklin
Fulton
Gallia
Geauga
Greene
Guernsey
Hamilton
Hancock
Hardin
Harrison
Henry
Highland
Hocking
Holmes
Huron
Jackson
Jefferson
Knox
Lake
Lawrence
Licking
Logan
Lorain
Lucas
Madison
Mahoning
Marion
Medina
Meigs
Mercen
Miami
Monroe
Montgomery
Morgan
Morrow
Muskingum
Noble
Ottawa
Paulding
Perry
Pickaway
Pike
Portage
Preble
Putnam
Richland
Ross
Sandusky
Scioto
Seneca
Shelby
Stark
Summit
Trumbull
Tuscarawas
Union
Van Wert
Vinton
Warren
Washington
Wayne
Williams
Wood
Wyandot

OKLAHOMA (77 counties)

Adair
Alfalfa
Atoka
Beaver
Beckham
Blaine
Bryan
Caddo
Canadian
Carter

Cherokee
Choctaw
Cimarron
Cleveland
Coal
Comanche
Cotton
Craig
Creek
Custer
Delaware
Dewey
Ellis
Garfield
Garvin
Grady
Grant
Greer
Harmon
Harper
Haskell
Hughes
Jackson
Jefferson
Johnston
Kay
Kingfisher
Kiowa
Latimer
Le Flore
Lincoln
Logan
Love
McClain
McCurtain
McIntosh
Major
Marshall
Mayes
Murray
Muskogee
Noble
Nowata
Okfuskee
Oklahoma
Okmulgee
Osage
Ottawa
Pawnee
Payne
Pittsburg
Pontotoc
Pottawatomie
Pushmataha
Roger Mills
Rogers
Seminole
Sequoyah
Stephens
Texas
Tillman
Tulsa
Wagoner
Washington
Washita
Woods
Woodward

OREGON (36 counties)

Baker
Benton
Clackamas
Clatsop
Columbia
Coos
Crook
Curry
Deschutes
Douglas
Gilliam
Grant
Harney
Hood River
Jackson
Jefferson
Josephine
Klamath
Lake
Lane
Lincoln
Linn
Malheur
Marion
Morrow
Multnomah
Polk
Sherman
Tillamook
Umatilla
Union
Wallowa
Wasco
Washington
Wheeler
Yamhill

PENNSYLVANIA (67 counties)

Adams
Allegheny
Armstrong
Beaver
Bedford
Berks
Blair
Bradford
Bucks
Butler
Cambria
Cameron
Carbon
Centre
Chester
Clarion
Clearfield
Clinton
Columbia
Crawford
Cumberland
Dauphin
Delaware
Elk
Erie
Fayette
Forest
Franklin
Fulton
Greene
Huntingdon
Indiana
Jefferson
Juniata
Lackawanna
Lancaster
Lawrence
Lebanon
Lehigh
Luzerne
Lycoming
McKean
Mercer
Mifflin
Monroe
Montgomery
Montour
Northampton
Northumberland
Perry
Philadelphia
Pike
Potter
Schuylkill
Snyder
Somerset
Sullivan
Susquehanna
Tioga
Union
Venango
Warren
Washington
Wayne
Westmoreland
Wyoming
York

PUERTO RICO (78 municipios)

Adjuntas
Aguada
Aguadilla
Aguas Buenas
Aibonito
Añasco
Arecibo
Arroyo
Barceloneta
Barranquitas
Bayamón
Cabo Rojo
Caguas
Camuy
Canóvanas
Carolina
Cataño
Cayey
Ceiba
Ciales
Cidra
Coamo
Comerío
Corozal
Culebra
Dorado
Fajardo
Florida
Gúanica
Guayama
Guayanilla
Guaynabo
Gurabo
Hatillo
Hormigueros
Humacao
Isabela
Jayuya
Juana Díaz
Juncos
Lajas
Lares
Las Marías
Las Piedras
Loíza
Luquillo
Manatí
Maricao
Maunabo
Mayagüz
Moca
Morovis
Naguabo
Naranjito
Orocovis
Patillas
Peñuelas
Ponce
Quebradillas
Rincón
Río Grande
Sabana Grande
Salinas
San Germán
San Juan
San Lorenzo
San Sebastián
Santa Isabel
Toa Alta
Toa Baja
Trujillo Alto
Utuado
Vega Alta
Vega Baja
Vieques
Villalba
Yabucoa
Yauco

RHODE ISLAND (5 counties)

Bristol
Kent
Newport
Providence
Washington

SAMOA, AMERICAN (5 entities: districts* and islands)

Eastern*
Manu'a*
Rose
Swains
Western*

SOUTH CAROLINA (46 counties)

Abbeville
Aiken
Allendale
Anderson
Bamberg
Barnwell
Beaufort
Berkeley
Calhoun
Charleston
Cherokee
Chester
Chesterfield
Clarendon
Colleton
Darlington
Dillon
Dorchester
Edgefield
Fairfield
Florence
Georgetown
Greenville
Greenwood
Hampton
Horry
Jasper
Kershaw
Lancaster
Laurens

Lee
Lexington
McCormick
Marion
Marlboro
Newberry
Oconee
Orangeburg
Pickens
Richland
Saluda
Spartanburg
Sumter
Union
Williamsburg
York

SOUTH DAKOTA (66 counties)

Aurora
Beadle
Bennett
Bon Homme
Brookings
Brown
Brule
Buffalo
Butte
Campbell
Charles Mix
Clark
Clay
Codington
Corson
Custer
Davison
Day
Deuel
Dewey
Douglas
Edmunds
Fall River
Faulk
Grant
Gregory
Haakon
Hamlin
Hand
Hanson
Harding
Hughes
Hutchinson
Hyde
Jackson
Jerauld
Jones
Kingsbury
Lake
Lawrence
Lincoln
Lyman
McCook
McPherson
Marshall
Meade
Mellette
Miner
Minnehaha
Moody
Pennington
Perkins
Potter
Roberts
Sanborn
Shannon
Spink
Stanley
Sully
Todd
Tripp
Turner
Union
Walworth
Washabaugh
Yankton
Ziebach

TENNESSEE (95 counties)

Anderson
Bedford
Benton
Bledsoe
Blount
Bradley
Campbell
Cannon
Carroll
Carter
Cheatham
Chester
Claiborne
Clay
Cocke
Coffee
Crockett
Cumberland
Davidson
Decatur
DeKalb
Dickson
Dyer
Fayette
Fentress
Franklin
Gibson
Giles
Grainger
Greene
Grundy
Hamblen
Hamilton
Hancock
Hardeman
Hardin
Hawkins
Haywood
Henderson
Henry
Hickman
Houston
Humphreys
Jackson
Jefferson
Johnson
Knox
Lake
Lauderdale
Lawrence
Lewis
Lincoln
Loudon
McMinn
McNairy
Macon
Madison
Marion
Marshall
Maury
Meigs
Monroe
Montgomery
Moore
Morgan
Obion
Overton
Perry
Pickett
Polk
Putnam
Rhea
Roane
Robertson
Rutherford
Scott
Sequatchie
Sevier
Shelby
Smith
Stewart
Sullivan
Sumner
Tipton
Trousdale
Unicoi
Union
Van Buren
Warren
Washington
Wayne
Weakley
White
Williamson
Wilson

TEXAS (254 counties)

Anderson
Andrews
Angelina
Aransas
Archer
Armstrong
Atascosa
Austin
Bailey
Bandera
Bastrop
Baylor
Bee
Bell
Bexar
Blanco
Borden
Bosque
Bowie
Brazoria
Brazos
Brewster
Briscoe
Brooks
Brown
Burleson
Burnet
Caldwell
Calhoun
Callahan
Cameron
Camp
Carson
Cass
Castro
Chambers
Cherokee
Childress
Clay
Cochran
Coke
Coleman
Collin
Collingsworth
Colorado
Comal
Comanche
Concho
Cooke
Coryell
Cottle
Crane
Crockett
Crosby
Culberson
Dallam
Dallas
Dawson
Deaf Smith
Delta
Denton
De Witt
Dickens
Dimmit
Donley
Duval
Eastland
Ector
Edwards
Ellis
El Paso
Erath
Falls
Fannin
Fayette
Fisher
Floyd
Foard
Fort Bend
Franklin
Freestone
Frio
Gaines
Galveston
Garza
Gillespie
Glasscock
Goliad
Gonzales
Gray
Grayson
Gregg
Grimes
Guadalupe
Hale
Hall
Hamilton
Hansford
Hardeman
Hardin
Harris
Harrison
Hartley
Haskell
Hays
Hemphill
Henderson
Hidalgo
Hill
Hockley
Hood
Hopkins
Houston
Howard
Hudspeth
Hunt
Hutchinson
Irion
Jack
Jackson
Jasper
Jeff Davis
Jefferson
Jim Hogg
Jim Wells
Jonson
Jones
Karnes
Kaufman
Kendall
Kenedy
Kent
Kerr
Kimble
King
Kinney
Kleberg
Knox
Lamar
Lamb
Lampasas
La Salle
Lavaca
Lee
Leon
Liberty
Limestone
Lipscomb
Live Oak
Llano
Loving
Lubbock
Lynn
McCulloch
McLennan

McMullen
Madison
Marion
Martin
Mason
Matagorda
Maverick
Medina
Menard
Midland
Milam
Mills
Mitchell
Montague
Montgomery
Moore
Morris
Motley
Nacogdoches
Navarro
Newton
Nolam
Nueces
Ochiltree
Oldham
Orange
Palo Pinto
Panola
Parker
Parmer
Pecos
Polk
Potter
Presidio
Rains
Randall
Reagan
Real
Red River
Reeves
Refugio
Roberts
Robertson
Rockwall
Runnels
Rusk
Sabine
San Augustine
San Jacinto
San Patricio
San Saba
Schleicher
Scurry
Shackelford
Shelby
Sherman
Smith
Somervell
Starr
Stephens
Sterling
Stonewall
Sutton
Swisher
Tarrant
Taylor
Terrell
Terry
Throckmorton
Titus
Tom Green
Travis
Trinity
Tyler
Upshur
Upton
Uvalde
Val Verde
Van Zandt
Victoria
Walker
Waller
Ward
Washington
Webb
Wharton
Wheeler
Wichita
Wilbarger
Willacy
Williamson
Wilson
Winkler
Wise
Wood
Yoakum
Young
Zapata
Zavala

TRUST TERRITORY OF THE PACIFIC ISLANDS (6 districts)

Kosrae
Marshall Islands
Palau
Ponape
Truk
Yap

UTAH (29 counties)

Beaver
Box Elder
Cache
Carbon
Daggett
Davis
Duchesne
Emery
Garfield
Grand
Iron
Jaub
Kane
Millard
Morgan
Piute
Rich
Salt Lake
San Juan
Sanpete
Sevier
Summit
Tooele
Uintah
Utah
Wasatch
Washington
Wayne
Weber

VERMONT (14 counties)

Addison
Bennington
Caledonia
Chittenden
Essex
Franklin
Grand Isle
Lamoille
Orange
Orleans
Rutland
Washington
Windham
Windsor

VIRGINIA (95 counties)

Accomack
Albemarle
Alleghany
Amelia
Amherst
Appomattox
Arlington
Augusta
Bath
Bedford
Bland
Botetourt
Brunswick
Buchanan
Buckingham
Campbell
Caroline
Carroll
Charles City
Charlotte
Chesterfield
Clarke
Craig
Culpeper
Cumberland
Dickenson
Dinwiddie
Essex
Fairfax
Fauquier
Floyd
Fluvanna
Franklin
Frederick
Giles
Gloucester
Goochland
Grayson
Greene
Greensville
Halifax
Hanover
Henrico
Henry
Highland
Isle of Wight
James City
King and Queen
King George
King William
Lancaster
Lee
Loudoun
Louisa
Lunenburg
Madison
Mathews
Mecklenburg
Middlesex
Montgomery
Nelson
New Kent
Northampton
Northumberland
Nottoway
Orange
Page
Patrick
Pittsylvania
Powhatan
Prince Edward
Prince George
Prince William
Pulaski
Rappahannock
Richmond
Roanoke
Rockbridge
Rockingham
Russell
Scott
Shenandoah
Smyth
Southhampton
Spotsylvania
Stafford
Surry
Sussex
Tazewell
Warren
Washington
Westmoreland
Wise
Wythe
York

VIRGIN ISLANDS (3 islands)

St. Croix
St. Thomas
St. John

WASHINGTON (39 counties)

Adams
Asotin
Benton
Chelan
Clallam
Clark
Columbia
Cowlitz
Douglas
Ferry
Franklin
Garfield
Grant
Grays Harbor
Island
Jefferson
King
Kitsap
Kittitas
Klickitat
Lewis
Lincoln
Mason
Okanogan
Pacific
Pend Oreille
Pierce
San Juan
Skagit
Skamania
Snohomish
Spokane
Stevens
Thurston
Wahkiakum
Walla Walla
Whatcom
Whitman
Yakima

WEST VIRGINIA (55 counties)

Barbour
Berkeley
Boone
Braxton
Brooke
Cabell
Calhoun
Clay
Doddridge
Fayette
Gilmer
Grant
Greenbrier
Hampshire
Hancock
Hardy
Harrison
Jackson
Jefferson
Kanawha
Lewis
Lincoln
Logan
McDowell
Marion
Marshall
Mason
Mercer
Mineral
Mingo
Monongalia
Monroe
Morgan
Nicholas
Ohio
Pendleton
Pleasants
Pocahontas
Preston
Putnam
Raleigh
Randolph
Ritchie
Roane
Summers
Taylor
Tucker
Tyler
Upshur
Wayne
Webster
Wetzel
Wirt
Wood
Wyoming

WISCONSIN (72 counties)

Adams
Ashland
Barron
Bayfield
Brown
Buffalo
Burnett
Calumet
Chippewa
Clark
Columbia
Crawford
Dane
Dodge
Door
Douglas
Dunn
Eau Claire
Florence
Fond du Lac
Forest
Grant
Green
Green Lake
Iowa
Iron
Jackson
Jefferson
Juneau
Kenosha
Kewaunee
La Crosse
Lafayette
Langlade
Lincoln
Manitowoc
Marathon
Marinette
Marquette
Menominee
Milwaukee
Monroe
Oconto
Oneida
Outagamie
Ozaukee
Pepin
Pierce
Polk
Portage
Price
Racine
Richland
Rock
Rusk
St. Croix
Sauk
Sawyer
Shawano
Sheboygan
Taylor
Trempealeau
Vernon
Vilas
Walworth
Washburn
Washington
Waukesha
Waupaca
Waushara
Winnebago
Wood

WYOMING (23 counties)

Albany
Big Horn
Campbell
Carbon
Converse
Crook
Fremont
Goshen
Hot Springs
Johnson
Laramie
Lincoln
Natrona
Niobrara
Park
Platte
Sheridan
Sublette
Sweetwater
Teton
Uinta
Washakie
Weston

20. PLANT AND INSECT NAMES

PLANT NAMES AND ADJECTIVE FORMS

20.1. The following list of plant names, some of which vary in form from those given in Webster's Third International Dictionary, has been compiled with the cooperation of the Department of Agriculture. The name of the kinds of agricultural and vegetable crops are given in the "Rules and Regulations Under the Federal Seed Act."

20.2. In general, derivatives of proper names with acquired independent common meaning are not capitalized. (See rule 3.4.) However, in plant names, if the capital letter is retained, either the hyphened or the two-word form is used, depending on predominant usage. Such names as English ivy, Dutchmans-pipe, Cupids-dart, flower-of-Jove, and apple-of-Peru retain the capital letter. On the other hand, such names as Charlie, Jack, and Susan lose their capital letter in fanciful names; e.g., creeping-charlie, jack-in-a-box, and browneyedsusan.

20.3. The apostrophe is omitted in names with a possessive element; thus: babysbreath, Grays lily, devils-paintbrush, etc.

Plant and
Insect
Names

20.4. To indicate preferred usage, there are also included adjective forms, such as nightblooming, straightstem, three-color, two-wing, etc., not by themselves plant names.

20.5. Except as indicated in the list, plant names ending in *bane, bark, bean, berry, bine, brush, cup, fern, flower, grass, leaf, lily, nut, pea, plant, pod, root, seed, thorn, tree, vine, weed, wood,* and *wort* are printed solid, unless the preceding word is a proper name which retains its capitalized form. (See rule 20.2.) All such one-word forms were excluded from the list, along with two-word forms listed in Webster's Third.

Aarons-beard
addersmouth
adderstongue
adzuki bean
African-violet
airpotato
alfilaria
alpencress
Alpine-azalea
Amazon-lily
anatto-tree
angel-trumpet
antelope-brush
Apache-plume
apple-of-Peru
Arab-primrose
arar-tree
atamasco lily
Australian-pea
autumn-crocus
avalanche-lily
awl-leaf

baby-blue-eyes
babysbreath
babytears
baldhip
baldrush
ballmustard
balm-of-Gilead
balsamapple
balsam-of-Peru
balsam-pear
banana-shrub
Barbados-cherry
barestem
barnyardgrass
barrenground
barren-strawberry
bastardbox
batterdock
baycedar
beak-rush
bearcabbage
bears-tail
beavertail
beebalm
beefsteak-plant
bee-sage
beggarticks
belladonna-lily
bigcone-spruce
bigfruit
bigmoon
bigstem
bigtooth
birdeye bean
birdpepper
birdseye
birdsfoot
birdsnest
bishops-cap
bishops-hood
bittercress
bittervetch
blackbead
blackberry-lily
blackbox
black-bryony
blackbud
black-calabash
black-eyed-susan
blackfoot
blackjoint
blacklaurel
black-mangrove
blackpurple
blackspot
blackstem
black-salisfy
bladder-senna
blade-apple
blazing-star
bleedingheart
blistercress
bloodball
bloodred

bloodtwig
bloodvein
blowwives
bluebeard
bluebell-creeper
bluebells
bluebunch
bluecrown
bluecurls
bluedicks
blue-eyed-grass
blue-eyed-mary
blueflag
bluegreen
bluelips
bluestar
bluestem
bog-orchid
bog-rosemary
bonytip
bouncing-bet
bowbells
bowstring-hemp
brassbuttons
Brazilian-cherry
brickred
bridal-veil
bridalwreath
Brisbane-box
bristletooth
bronzebells
broom-crowberry
broomrape
broomsedge
browneyedsusan
Browns (lily, etc.)
brownstain
brownstem
brush-cherry
brushtip
buckbeard
buckwheat-tree
buffalobur
bullfist
bullfoot
bullhorn
bullnettle
bullthistle
bunnymouth
burclover
bur-marigold
bursage
bur-snakeroot
bushclover
bush-cranberry
bush-honeysuckle
bushmint
bushpepper
bushpoppy
butchersbroom
butterbough
butterfly-pea
buttonclover
button-snakeroot

cajeput-tree
calabash-tree
calaba-tree
California-laurel
California-nutmeg
California-poppy
camphor-tree
canarybalm
candlenut-tree
Canterbury-bells
canyon-poppy
cape-cowslip
cape-gooseberry
cape-honeysuckle
cape-jasmine
cape-marigold
cape-pondweed
cape-weddingflower
Carolina-jessamine
Carolina-vanilla
cassiabark-tree
cassiaflower-tree
castor-aralia
catchfly-gentian
catjang
catsear
catsfoot
cavenia
celandine-poppy
chainfern
chalice-vine
chaste-tree
checkermallow
cherryblossom
cherry-laurel
cherry-orange
cherrystone
chickpea
Childs (gladiolus, etc.)
Chile-ageratum
Chile-bells
Chile-guava
Chile-jasmine
Chile-nettle
Chiloe (strawberry, etc.)
China-aster
China-fir
China-laurel
Chinese-houses
Chinese-poppy
Christ-eye
Christ-thorn
Christmas-rose
cigarbox-cedar
cliffbrake
cliffrose
cloth-of-gold
cloven-lip
clubmoss
cluster-amaryllis
cobblersthumb
cocaine-tree
cockscomb-yam
cocks-eggs
cocoplum
conehead
confederate-jasmine
cootamundra
coppertip
coralbells
coralblow
coraldrops
corkwing
corncockle
cornelian-cherry
corn-marigold
cornsalad
cotton-sedge
cottonthistle
Coventry-bells
cowcockle
cowparsley
cowparsnip
cowpea
cowslip
cowtongue
cow-tree
cowwheat
cradle-orchid
cranberry-gourd
cranesbill
crape-jasmine
crapemyrtle
crawfoot
creamcups
creamfruit
creamsacs
creeping-charlie
creepingdevil
creeping-jenny
Cretan-mullein
cricketbat
crimson-eye
crimson-flag
crowfoot
crownbeard
crowndaisy
crown-imperia
crownvetch
crowpoison
crucifixion-thorn
crystal-tea
cucumber-root
culvers-physic
Cupids-dart
custard-apple
cutcollar
cypress-pine

dallisgrass
dames (rocket, etc.)
dammarpine
danesblood
darkeye
darling-plum
dateplum
dawnrose
dayglow
deadnettle
deathcamas
deerhair
deerstongue
deervetch
desertbeauty
desertcandle
deserthoИly
desertprimrose
desert-willow
devilsclaw
devilsclub
devils-paintbrush
devils-pincushion
devils-shoestring
devilstongue
Diels (cotoneaster, etc.)
dimplecone
ditchfoot
ditch-sunflower
dogbrier
dogfennel
dogtall
doublefile
doubleflowering
doubleray
doubletooth
Douglas-fir
dovefoot
doveplum
dracena
dragonhead
duckpotato
duncecap
dusty-miller
Dutchmans-breeches
Dutchmans-pipe
dwarfdandelion

eardrops
earthgall
earthstar
earthtongue
Easter-bells
Eca (rose, etc.)
edible-podded # pea
elephanthead
elkslip
epaulette-tree
eveningprimrose
evening-snow
evening-star
evergold
evergreen-grape
everlasting
eyebalm
eyebright

fairybells
fairywand
fall-daffodil
fall-dandelion
false-arborvitae
false-azalea
false-camomile
false-carrot
false-dragonhead
falseflax
false-hellebore
false-indigo
false-mastic
false-mesquite
false-olive
false-spirea
false-tamarix
false-yarrow
fanscale
farewell-to-spring
featherfleece
featherfoil
feather-hyacinth
featherpetal
feathertop
fernbrake
fernshaw
field # bean

fieldcress
fieldmadder
field # pea
figmarigold
finetooth
firemoss
firepink
fishhooks
fishpoison-tree
five-blade
five-coil
five-finger
five-stamen
flamboyant-tree
flamepoppy
flameray
floatingheart
floptop
Florida-boxwood
flowerfence
flowering-rush
flower-of-an-hour
flower-of-Jove
fogfruit
forget-me-not
four-color
four-o'clock
four-stamen
four-wing
foxchop
foxfeet
foxglove
foxtailgrass
Franciscan-nightshade
fringebell
fringe-orchid
frogfoot
fullers # teasel
fullmoon

gallwind
garambullo
garden # bean
garden # pea
gayfeather
gaywings
ghostpipe
giantfennel
giantgroundsel
gill-over-the-ground
giltedge
globe-amaranth
globe-cone
globedaisy
globemallow
globethistle
globe-tulip
glorybower
goatsbeard
goatsrue
goldband
goldbeard
goldblotch
golddust
goldedge
golden-aster
goldenback
goldenball
goldenbeard
goldenbowl
goldenchain
golden-eyed-grass
goldenfeather
goldenfleece
goldenglow
golden-larch
goldenlocks
goldenmoon
goldenpert
goldenplume
golden-rain-tree
goldenrod
goldenseal
golden-shower
goldenstar
goldentop
goldentuft
goldentwig
goldenwave
goldenyarrow
goldeye-grass
goldfields
goldhair
Goldie (fern, etc.)
goldmoss
goldspot
goldstripe
goldthread
goldtip
goldtwig
goldvein
good-King-Henry
gooseberry-tree
goosefoot
goosetongue
grains-of-paradise
grapehyacinth
grass-pink
grasswidow
gravel-bind
graybox
grays (lily, etc.)
Greek-valerian
green-ebony
greenfire
greenheart
green-net
greenscale
greensides
greenstem
greenthread
greentwig
greenvein
groundcedar
groundcherry
ground-ivy
groundpine
groundsmoke
Guiana-chestnut
gumbo-limbo
gum-myrtle
gunbright
guttapercha

hairgrass
hairyhead
halfhigh
halfmoon
halfskirt
hardbeam
hard-iron
hardshell
harebell
harebottle
hares-ear-mustard
harestail
hartstongue
hawksbeard
healbite
heartpetal
hedgehog-coneflower
hedgemustard
hedgestraw
heronbill
Hicks (yew, etc.)
Himalaya-berry
Himalaya-honeysuckle
Hinds (walnut, etc.)
hoarycress
hogpeanut
hogsfennel
hollowstem
hollyaster
hollygrape
honeybell
honeybind
honeybloom
hopsage
hornpoppy
horsebalm
horsechestnut
horse-eye
horsegentian
horsemint
horse-nettle
horse-pipe
horseradish
horseradish-tree
horsetail-tree
houndstongue
house-amaryllis
houseleek
hummingbird-trumpet
hyacinth-bean
hydrangea-vine

incense-cedar
India-almond
India-elm
India-hawthorn
India-mulberry
Indian-fig
Indian-physic
Indian-pipe
Indian-potato
indiantobacco
Indian-warrior
Indian-wheat
ivory-leaves
ivy-arum
ivybells
ivy-gourd
ivy-vine

jaburan
jackfrost
jackfruit
Jacobs-rod
jambolan-plum
Jersey-tea
Jerusalem-artichoke
Jerusalem-cherry
Jerusalem-oak
Jerusalem-sage
Jerusalem-thorn
jobs-tears
joe-pye-weed
jointfir
jointvetch
Josephs-coat
Joshua-tree
Judas-tree
jungle-plum
junglerice
Jupiters-beard

kafircorn
karanda
Kartaba (iris, etc.)
kasumi (cherry, etc.)
katsura-tree
kauri-pine
kei-apple
kidney bean
kidneyvetch
kittentails
kohlrabi
kolomikta
kousa
kudzu
kwanso (daylily, etc.)
kyushu (azalea, etc.)

Labrador-tea
lacquer-tree
ladies-tresses
ladybell
ladyslipper
ladysmantle
ladysthumb
lambsquarters
lap-love
largetooth
lavender-cotton
leaf-flower
lemon-verbena
lignum vitae
lilybasket
lily-of-the-valley
lions-ear
little-pickles
live-ever
liveforever

liver-balsam
living-rock
loblolly-bay
loggerheads
London-pride
longbarb
longcluster
longlip
long-spine
long-stalk
Longs (grapes, etc.)
longtube
lookingglass
loveman

Madden-cherry
Madeira-bay
Magdalena mock (orange, etc.)
mahala-mats
maidenhair-tree
Malabar-nut
Malabar-plum
Malay-apple
malu-creeper
mame (cherry, etc.)
mandacaru
Mangles (everlasting, etc.)
marestail
Mardin (iris, etc.)
Maries (fir, etc.)
marshcress
marsh-elder
marshfire
marshmallow
Martens (selaginella, etc.)
Mascarene (grass, etc.)
matilija-poppy
Matreed
matrimonyvine
mayapple
maybloom
maypear
Mays (brake, etc.)
meadowbeauty
meadowfoam
meadowrue
mealymat
Meiwa (kumquat, etc.)
merrybells
Mexican-buckeye
Mexican-clover
Mexican-orange
Mexican-star
mexicantea
Michaelmas-daisy
milkthistle
milkvetch
mistmaiden
miyama
mock-cucumber
mockorange
mockstrawberry
Molucca-balm
momi
monkeycomb
monkeypuzzle
monks-hood-vine
monreale
Moores (agapanthus, etc.)
moosetongue
morningglory
moso
mosquitotrap
moss # rose
moth # bean
moth-orchid
mountainash
mountain-bluet
mountain-dandelion
mountainheath
mountain-holly
mountain-laurel
mountain-lilac
mountain-mint
mouse-ear
mousetail
Moyes (rose, etc.)
mudbank
mullein
mung # bean
mundi-root
Mupin (cotoneaster, etc.)
muskphlox
myrtle-of-the-river

Narbonne (flax, etc.)
narihira
Natal-ebony
navy # bean
needleandthread
needlerush
netvein
nightblooming
nightjasmine
nightphlox
nimblewill
ningala
Nippon-bells
nodfruit
nosesmart

Oconee-bells
oldman (fern, etc.)
one-spike
orange-eye
orange-jasmine
orange-rose
organpipe
orobus
otaksa
owlclover
oxeye-daisy

painted-cup
palma # dulce
paloblanco
pansy-orchid
paper-mulberry
paradise-tree
Parsons (arborvitae, etc.)
partridgefoot
pawpaw
pear-hip
pearlfruit
pearl-stripe
peatpink
pea-tree
pennyrot
pheasanteye
pinebarren
pinemat
pinkbells
pink-edge
pinkscale
pink-shell
pinkshower
pink-star
pinkstem
pinkstripe
pinkwax
pinpillow
pinpoint
pinxterbloom
plumepoppy
plum-pine
poets (narcissus, etc.)
pointvetch
poison-hemlock
poison-ivy
poison-oak
poison-sumac
poisonvetch
pond-apple
pondcypress
ponyfoot
poor-robins-plantain
popglove
poppy-mallow
Portugal-laurel
possumhaw
Potts (tritonia, etc.)
prairie-clover
prairie-gentian
prairie-mallow
prairie-smoke
pricklepoppy
prickly-thrift
pricktimber
pride-of-Madeira
primrose-willow
princesfeather
princesplume
princess-pine
puckneedle
purplebell
purplecane
purplecone
purple-eye
purple-lady
purplenet
purple-spot
purplestem
purple-stripe
purplewreath
pussy-ears
pussypaws
pussytoes

quakerladies
Queen-Annes-lace
queen-of-the-night
Queensland-nut
quill-leaf

rabbitear
rabbitfoot
rabbittail
raggedrobin
ramshead
Rangoon-creeper
rattlesnake-plaintain
rattlesnake-root
redbead
redbox
red-devil
redflesh
redflowering
redhelmet
redmaids
red-osier
redpepper
redrim
redscale
redshanks
redshoot
redspot
redspray
redspur
redstem
redtip
redtwig
red-white-and-blue-flower
Reeves (spirea, etc.)
rice # bean
ricepaper-plant
Rivers (beech, etc.)
rockbeauty
rockbrake
rockcress
rockjasmine
rockmat
rockpurslane
rockspray
rosa-montana
rosarypea
rose-acacia
rosegay
rose-gentian
rose-of-heaven
rose-of-Jericho
rosepink
rose-ring
roundbud
round-eared
roundheart
roundlobe
roundtop
runningpine
Russian-olive
Russian-thistle

sacred-lily
saffron-plum
sagerose
St. Augustinegrass
St.-Bernards-lily
St.-Brunos-lily
St.-James-lily
St. Johns (coontie, etc.)
St.-Johnswort
salad-rocket
saltmarsh
saltmeadow
salt-tree
sandheath
sandmint
sandmyrtle
sandreed
sandverbena
sappan
sapsuck-bush
satinpoppy
saw-palmetto
sawpetal
scarboro-lily
scarlet-bugler
scarletfunnel
scarletplume
scorpion-senna
Scotch-broom
scouringrush
screwpine
scurf-pea
sea-buckthorn
seaholly
seakale
sea-lavender
seamoss
sea-onion
seaplum
sea-urchin
seawife
selfheal
Seneca-snakeroot
senna-pea
sensitive-pea
seven-lobe
seven-stars
seven-year-apple
sharp-lobe
sharpscale
shell # bean
shepherdspurse
shooting-star
shortbeak
shortcluster
short-hair
short-spine
shrub-althea
sidebells
side-oats
silk-oak
silktassel-bush
silverbell
silverdust
silver-edge
silverline
silvermargin
silvernerve
silverplume
silverpurple
silverstar
silvervein
singhara-nut
six-weeks
skunkcabbage
skyblue
skydrop
Smalls (penstemon, etc.)
snailclover
snakebeard
snakegourd
snakepipe
snap # bean
snowcloud
snowgarland
snowhill
snowpoppy
snow-wreath
soapbloom
Solomon-plume
Solomons-seal
sourclover
southernplume
sowthistle
Spanish-bayonet
Spanish-dagger
Spanish-moss
spanishneedles
spectacle-pod
speedwell
spider-orchid
spiderweb
spikeheath
spike-sedge
spine-date
spinemallow
spongegourd
springbeauty
spurgall
spurge-nettle
spurge-olive
spur-valerian
squaw-apple
squawcarpet
squirrelcorn
squirting-cucumber
star-apple
starbur
star-gooseberry
starjasmine
starthistle
stiffstem
stinging-nettle
stinkbell
stonebreak
stonegall
stonemint
straightstem
strawberry-blite
strawberry-tree
string # bean
sugar-apple
sugar # beet
sugarbird
sugar # pea
sugar-root
summer-cypress
summer-fir
summer-hyacinth
summersweet
sunn-hemp
sunray
Surinam-cherry
swampbay
swampcandle
swamp-laurel
swamp-pink
swamp-privet
swan-orchid
sweet-anise
sweetbay
sweet-calabash
sweetclover
sweetgale
sweetpotato
sweetshrub
sweetspire
sweet-sultan
sweetvetch
sweetwater
sweet-william
Syrian privet

tailgrape
tangletail
tansymustard
tansy-ragwort
tea-olive
Teas (catalpa, etc.)
teaselgourd
tea-tree
telegraphplant
Tennessee-indigo
tepary # bean
Texas-plume
thickspike
thintail
thornapple
thoroughgrowth
threadstalk
three-coil
three-color
three-lobe
three-seed
three-spine
three-tip
throughgrow
tickclover
tick-trefoil
tidemarsh
tigerfoot
tigertail
tipu-tree
tonka-bean
toringo
towelgourd
trailing-arbutus
travelers-joy
travelers-tree
treacle-mustard
treebeard
treehair
treemallow
treepoppy
tree-spirea
tree-tomato
true-dwarf (box)
tumblemustard
tung-oil tree
turbantop
turkeymullein
turkeysbeard
Turks-cap
Turks-rug
turnip-chervil
twinbloom
twist-arum
twocolor
two-groove
two-row
two-wing

umbrella-pine
umbrella-sedge
umbrella-tree
undergreen
urd # bean

valley-mahogany
Vanhoutte (elm, etc.)
vegetable-oyster
Venus-button
vi-apple
vinespinach
virgins-bower

wakerobin
walkingstick
wallcress
wandering-Jew
watercreeper
water-elm
waterhemlock
waterhemp
waterlemon
waterlocust
watermarigold
waterparsnip
waterpepper
wasterpoppy
watershrub
water-snowflake
watersoldier
waterstar
waterwillow
waxgourd
wayfaring-tree
weakleaf
weavers-broom
wedgescale
Welsh-poppy
whisperingbells
whitebud
white-cedar
white-edge
white-eye
white-ironwood
whitemat

white-sapote
whitespike
whitespot
whitestem
whitestripe
wildcelery
wildgoose
wild-indigo
wingstem
winter-aconite
wintercress
winterfat
winterhazel
wintersweet
wirelettuce
wirestem
witchbells
wolftail
woodbetony
wood-gossip
woodland-star
woodnymph
woodrush
Woods (rose, etc.)
woodsorrel
woodwaxen
woollybutt
woollyhead
woolwitch
woundwort

yate-tree
Yeddo-hawthorn
yellowband
yellowbeard
yellowbell
yellow-cedar
yellowcress
yellow-edge
yelloweye
yellow-eyed-grass
yellowflag
yellowflax
yellowfruit
yellowheart
yellownet
yellow-oleander
yellow-poplar
yellow-rocket
yellowspot
yellowstripe
yellowtip
yellowvein
yellow-vetch
yerba-buena
yerba-del-venado
yerba-santa
Youngs (cypress, etc.)

AQUATIC WEEDS (ANNUAL AND PERENNIAL)

alligatorweed
arrowarum
arrowhead
  California
  coastal
  common
  delta
  dwarf
azolla
  Atlantic
  Pacific

bladderwort
  common
  floating
  leafy
  purple
bluejoint
bogbean, common
bulrush
  American
  California
  green
  hardstem
  river
  roughseed
  softstem
  woolgrass
burhead
burreed
  giant
  greenfruit
  narrowleaf
  threesquare
  water

cabomba
cattail
  blue
  common
  narrowleaf
  southern
chara
cladophora
coontail
  common
  prickly
cordgrass
  big
  Florida
  saltmeadow
  smooth
cutgrass
  giant
  rice
  southern

ducksalad (see also mud-plantain, waterstargrass)
duckweed
  common
  giant
  star

egeria
elodea (see also egeria)

flatsedge (see also umbrellaplant)
  jointed
  redroot
floatingfern
frogbit

goldenclub

horsetail
  giant
  water
hydrodictyon

knotgrass

lizardtail
loosestrife
  purple
  swamp
lotus, American

maidencane
mallow, seashore
mannagrass, water
marshmarigold
marsilea (see pepperwort)
mudplantain (see also ducksalad, waterstargrass)

naiad
  hollyleaf
  slender
  southern
napiergrass
nitella

paragrass (see herbaceous weeds)
parrotfeather (see also watermilfoil)
paspalum, water
pennywort, water
pepperwort
pickerelweed
pithophora
pondweed
  American
  curlyleaf
  fineleaf
  flatleaf
  flatstem
  floating
  giant
  horned
  Illinois
  largeleaf
  leafy
  narrowleaf
  ribbonleaf
  Richardson
  sago
  small
  waterthread
  whitestem

redroot
restem
reed, common
rosemallow
  swamp
  woolly
rush
  Baltic
  brownhead
  needle
  shore
  soft

saltgrass, seashore
salvinia
sawgrass, smooth
sedge
  bull
  Nebraska
  ripgut
  rough
  sugargrass
  water
  widefruit
smartweed
  dotted
  marshpepper
  water
spatterdock
spikerush
  blunt
  creeping
  dwarf
  gulfcoast
  slender
  squarestem
spirogyra
sprangletop, bearded
sweetflag
toothcup
torpedograss

ulva
umbrellaplant (see also flatsedge)
  smallflower
  tall

vallisneria
vaucheria

waterbuttercup
  white
  yellow
waterchestnut
watercress
watergrass, southern
waterhyacinth
waterhyssop
  Carolina
  Eisen
waterlettuce
waterlily
  banana
  fragrant
  white
watermeal
watermilfoil
watermilfoil (see also parrotfeather)
  broadleaf
  eurasian
  northern
waterplantain
  common
  narrowleaf
waterprimrose
  California
  creeping
  perennial
  winged
waterpurslane
watershield
waterstargrass (see also ducksalad, mudplantain)
waterstarwort
waterwillow
waterwort
  American
  small
widgeongrass
wildrice, annual

WOODY PLANTS

- abutilon, hairy
- acacia (see also guajillo, huisache, whitethorn)
  - blackbrush
  - catclaw
- agarito
- agave, Schott
- albizzia, silktree
- alder
  - American green
  - hazel
  - red
  - Sitka
  - speckled
  - white
- allthorn
- apple
- arrowwood
- ash
  - black
  - blue
  - Carolina
  - green
  - Oregon
  - pumpkin
  - velvet
  - white
- aspen (see also cottonwood, poplar)
  - bigtooth
  - quaking
- azalea (see also rhododendron)
  - piedmont
  - western

- baccharis (see also coyotebrush, desert broom, yerba-de-pasmo)
  - eastern
  - seepwillow
  - willow
- baldcypress
- barberry (see also mahonia, oregongrape)
  - American
  - Colorado
  - European
  - Japanese
- basswood
  - American
  - white
- bayberry, northern
- bean, precatory
- bearberry
- beargrass
- bearmat
- beautyberry, American
- beech, American
- birch
  - gray
  - paper
  - river
  - sweet
  - water
  - yellow
- bird-of-paradise
- bitterbrush
- blackberry (see also dewberry, raspberry, salmonberry, thimbleberry)
  - Allegheny
  - European
  - evergreen
  - Hawaiian
  - Himalaya
  - grapeleaf
- blackbush
- blackgum
- blackhaw, rusty (see also viburnum)
- blueberry (see also huckleberry)
  - box
  - lowbush
  - ovalleaf
- boxelder
- broom
  - desert
  - French
  - Scotch
  - Spanish
- buckbrush (see also snowberry)
- buckeye
  - California
  - Ohio
  - painted
  - red
  - Texas
  - yellow
- buckthorn
  - aldar
  - California
  - Carolina
  - cascara
  - European
  - hollyleaf
- buffaloberry
  - russet
  - silver
- bumelia
  - buckthorn
  - gum
- bur, Sacramento
- burrobush
- burroweed (see also goldenweed, jimmyweed)
- bush, wait-a-minute (see wait-a-minute-bush)
- butternut
- buttonbush, common

- camelthorn
- canotia
- caperbush, smooth
- catalpa
  - northern
  - southern
- catsclaw
- ceanothus (see also whitethorn)
  - bigpod
  - blueblossom
  - deerbrush
  - jimbrush
  - Lemmons
  - redstem
  - San Diego
  - snowbrush
  - spiny
  - squawcarpet
  - varnishleaf
  - wedgeleaf
- cedar (see also redcedar, saltcedar)
  - incense
  - northern white
  - Port Orford
- chamise, redshank
- cherry (see also chokecherry)
  - bitter
  - black
  - pin
  - sour
  - sweet
- chestnut, American
- chinaberry
- chinquapin
  - Allegheny
  - California
  - golden
  - trailing
- chokeberry
  - black
  - red
- chokecherry (see also cherry)
  - black
  - common
  - western
- cholla (see also pricklypear, tasajillo)
  - jumping
  - spiny
  - staghorn
    - walkingstick
- christmas berry
- cinquefoil, shrubby
- clematis
  - Virginia
  - western
- clerodendron, fragrant
- coffeetree, Kentucky
- colima
- colubrina, Texas
- condalia
  - bluewood
  - lotebush
- copperweed
- cottonwood (see also aspen, poplar)
  - black
  - eastern
  - Fremont
  - plains
  - Rio Grande
  - swamp
- coyotebrush (see also baccharis)
- coyotillo
- crabapple
  - prairie
  - southern
  - sweet
- cranberry
  - mountain
  - small
- creeper, Virginia
- creosotebush
- crossvine
- crotalaria
  - fuzzy
  - striped
  - tawny
- cucumbertree
- currant (see also gooseberry)
  - American black
  - nutmeg
  - redflowered
  - Sierra
  - skunk
  - sticky
  - stink
  - swamp black
  - swamp red
  - trailing
  - wax
  - western black

- dangleberry
- deerberry, common
- devils-walkingstick
- dewberry (see also raspberry)
  - northern
  - southern
- dogwood
  - flowering
  - Pacific
  - redosier
  - roughleaf
  - roundleaf
  - western

- elbowbush
- elder
  - American
  - blueberry
  - Pacific red
- elephantfoot
  - false
  - Hawaiian
- elm
  - American
  - cedar
  - Chinese
  - English
  - red
  - rock
  - Siberian
  - slippery
  - winged
- ephedra
  - longleaf
  - Torrey
- eugenia, boxleaf

- fir
  - balsam
  - Douglas
  - Fraser
  - grand
  - subalpine
  - white
- firebush
- forestiera, New Mexican

- gallberry
- goldeneye, shrubby
- goldenweed (see also burroweed, jimmyweed, turpentinebrush)
  - fleece
  - rabbitbrush
- gooseberry (see also currant)
  - California
  - desert
  - fuchsia
  - hairystem
  - Hupa
  - Lobbs
  - Menzies
  - Missouri
  - mountain
  - northern
  - pasture
  - Sierra
  - Siskiyou
  - Tulare
  - whitestem
- gorse
- granjeno (see also hackberry)
- grape
  - muscadine
  - mustang
  - oregon-
  - riverbank
  - sand
  - summer
- greasewood
- greenbrier
  - cat
  - laurel
  - redbead
  - saw
- greenweed, dyers
- grevillea, Banks
- groundsel, threadleaf
- guajillo (see also acacia)
- guava, strawbery
- guayacan

- hackberry (see also granjeno, sugarberry)
  - netleaf
  - western
- hardhack (see also meadowsweet, spirea)
- hawthorn
  - black
  - cockspur
  - fleshy
  - parsley
  - river
  - willow
- hazel
  - American
  - beaked
  - California
- hemlock
  - eastern
  - mountain
  - western
- hersculesclub
- hickory (see also pecan)
  - bitternut
  - black
  - mockernut
  - pignut
  - sand
  - scrub
  - shagbark
  - shellbark
  - swamp
  - water
- holly (see also gallberry, yaupon)
  - American
  - Carolina
- honeylocust
- honeysuckle
  - bush
  - hairy
  - Japanese
  - moronel
  - Tartarian
  - trumpet
- hophornbeam, eastern
- hoptree, common
- hornbeam, American
- horsebrush
  - littleleaf
  - spineless
- huckleberry (see also blueberry)
  - tall red
  - tree
- huisache (see also acacia, guajillo)
- hydrangea
  - oakleaf
  - smooth

- ivy
  - English
  - poison

- jessamine
  - dayblooming
  - willowleaf
  - yellow
- jimmyweed (see also burroweed, goldenweed)
- juniper (see also redcedar)
  - alligator
  - Ashe
  - common
  - creeping
  - oneseed
  - redberry
  - Rocky Mountain
  - Utah
  - western

- Kahili flower (see Banks grevillea)

- lambkill (see sheep laurel)
- lantana
- larch, western (see also tamarack)
- laurel
  - California
  - mountain
  - pale
  - sheep
- leadtree
- leatherleaf
- leatherwood, Atlantic
- lechuguilla
- lilac, common
- locust, black

- Madeira vine (see vine, Madeira)
- madrone, Pacific
- magnolia (see also cucumbertree)
  - bigleaf
  - sweetbay
- mahonia, red
- mamillaria, purple
- mangrove
  - American
  - black
- manzanita (see also bearberry)
  - big
  - bigberry
  - Eastwood
  - greenleaf
  - hairy
  - hoary
  - Howell
  - pine
  - pinemat
  - pointleaf
  - whiteleaf
- maple (see also boxelder)
  - bigleaf

  - Florida
  - mountain
  - Norway
  - red
  - silver
  - striped
  - sugar
  - vine
- marabu
- matrimonyvine
- meadowsweet, narrowleaf
- melastoma, Banks
- mescalbean
- mesquite
  - honey
  - screwbean
  - velvet
  - western honey
- montanoa
- mountainmahogany
  - birchleaf
  - curlleaf
- mountainash, American
- mulberry (see also papermulberry)
  - black
  - red
  - white

- nickers, yellow
- ninbark
- nutmeg, California

- oak
  - Arizona white
  - bear
  - bigleaf shin
  - black
  - blackjack
  - blue
  - bluejack
  - bur
  - California black
  - California live
  - California scrub
  - California white
  - canyon live
  - cherrybark
  - chestnut
  - chinquapin
  - dwarf chinquapin
  - Emory
  - Gambel
  - huckleberry
  - interior live
  - laurel
  - leather
  - live
  - Mexican blue
  - myrtle
  - northern pin
  - northern red
  - Oregon white
  - Overcup
  - Pacific poison
  - pin
  - plateau
  - poison
  - post
  - sand live
  - sand post
  - sand shinnery
  - sandpaper
  - scarlet
  - shingle
  - shrub live
  - shumard
  - sliverleaf
  - southern red
  - Spanish
  - swamp chestnut
  - swamp white
  - turkey
  - Vasey shin
  - water
  - white
  - willow
- oceanspray
- oregongrape
- osageorange

- palmetto
  - cabbage
  - dwarf
  - saw
- paloverde
  - blue
  - border
- papermulberry
- paulownia, royal
- peashrub, Siberian
- pecan
  - bitter (see also hickory)
- peppertree
  - Brazil
  - California
- peppervine
- persimmon
  - eastern
  - Texas
- pine
  - digger
  - eastern white
  - jack
  - Jeffrey
  - knobcone
  - loblolly
  - lodgepole
  - longleaf
  - pinon
  - pitch
  - pond
  - ponderosa
  - red
  - sand
  - scotch
  - shortleaf
  - slash
  - sugar
  - Virginia
  - western white
  - whitebark
- pinyon (see pinon pine)
- pittosporum
- planertee
- pluchea, Indian
- plum
  - American
  - Canada
  - chickasaw
  - flatwoods
  - Java
  - sand
- poplar (see also aspen, cottonwood)
  - balsam
  - Lombardy
  - white
- pricklyash
- pricklypear (see also cholla, tasajillo)
  - Engelmann
  - fragile
  - Lindheimer
  - mission
  - plains
  - spreading
- privet, swamp

- rabbitbrush
  - Douglas
  - Greene
  - greenplume
  - lanceleaf
  - Parry
  - rubber
  - small
  - southwest
- raspberry
  - American red
  - black
  - red
  - whitebark
- rattlebox, Drummond
- redbay
- redbud
  - eastern
  - Texas
  - western
- redcedar (see also juniper)
  - eastern
  - southern
  - western
- redwood
- retama
- rhododendron (see also azalea)
  - Canadian
  - Pacific
  - rosebay
- rockspirea, bush
- rose
  - Arkansas
  - baldhip
  - California
  - Cherokee
  - Macartney
  - multiflora
  - Nootka
  - sunshine
  - sweetbrier
  - Woods
- roseapple
- rosemyrtle, downy
- rubbervine, Palay

- sacahuista, Texas
- sage
  - black
  - Sonoma
  - white
  - whiteleaf
- Sagebrush
  - big
  - black
  - California
  - fringed
  - low
  - sand
  - silver
  - threetip
- salal
- salmonberry
- saltbush, fourwing
- saltcedar (see also tamarisk)
- sassafras
- seagrape
- seepweed, alkali
- serviceberry
  - Allegheny
  - downy
  - Pacific
  - roundleaf
  - Saskatoon
  - thicket
- sesbania, purple
- shadscale
- silktassel
  - boxleaf
  - Fremont
  - tree
- silverberry
- snowberry (see also buckbrush)
  - common
  - western
- soapweed, small (see also yucca)
- sotol
  - Texas
  - Wheeler
- sourwood
- spicebush, common
- spirea (see also hardhack, meadowsweet)
  - Douglas
  - Japanese
- spruce
  - black
  - blue
  - red
  - Sitka
  - white

- sugarberry (see also grenjeno, hackberry)
- sumac
  - evergreen
  - fragrant
  - laurel
  - little leaf
  - prairie
  - poison
  - shining
  - skunkbush
  - smooth
  - staghorn
  - sugar
- supplejack, Alabama
  - sweetfern
- sweetgum
- sycamore, American

- tallowtree
- tamarack (see also larch)
- tamarisk (see also saltcedar)
  - athel
  - French
- tanoak, scrub
- tarbush
- tasajillo (see also cholla)
- tea, Labrador
- tephrosia
- thimbleberry, western
- titi
- tobacco, tree
- tree-of-heaven
- treebine, ivy
- trema, Florida
- trumpetcreeper
- trumpetflower
- tuliptree
- tupelo
  - swamp
  - water
- turpentinebrush

- vervain, nettleleaf
- viburnum (see also blackhaw)
  - arrowwood
  - hobblebush
  - mapleleaf
  - Rafinesque
  - sweet
- vine, Maderia

- wahoo, eastern
- wait-a-minute-bush
- walnut (see also butternut)
  - black
  - river
- waltheria, Florida
- wattle, black
- waxmyrtle
  - Pacific
  - southern
- whitebrush
- whitehorn
  - chaparral
  - Chihuahua
  - mountain
- willow
  - Bebb
  - black
  - ditchbank
  - meadow
  - Pacific
  - peachleaf
  - red
  - sandbar
  - ward
  - whiplash
  - white
  - yellow
- witchhazel
  - common
  - southern

- yaupon, deciduous (see also gallberry, holly)
- yerbasanta
  - California
  - narrowleaf
  - woolly
- yellowwood
- yerba-de-pasmo (see also baccharis)
- yew
  - Florida
  - Pacific
- yucca (see also soapweed)
  - soaptree
  - Torrey

INSECT NAMES

20.6. The following list of insect names is taken from the list of names approved by the Entomological Society of America and the Department of Agriculture's Insect Identification and Beneficial Insect Introduction Institute and serves as a guide to compounding for these specialized terms.

20.7. Except as indicated in the list, names ending in *bug, fly, hopper, roach,* and *worm* are set solid; names with a final element of *ant, aphid, beetle, borer, caterpillar, louse, maggot, midge, miner, mite, mosquito, moth, roller, scale, thrips, tick,* and *weevil* are set as two words.

abbreviated wireworm
acacia psyllid
achemon sphinx
acuminate scale
acute-angled fungus beetle
aerial yellowjacket
African mole cricket
ailanthus webworm
alder bark beetle
alder flea beetle
alder spittlebug
alfalfa blotch leafminer
alfalfa caterpillar
alfalfa gall midge
alfalfa leafcutting bee
alfalfa leaftier
alfalfa looper
alfalfa plant bug
alfalfa seed chalcid
alfalfa snout beetle
alfalfa webworm
alfalfa weevil
alkali bee
Allegheny mound ant
Allegheny spruce beetle
almond moth
aloe mite
American aspen beetle
American black flour beetle
American cockroach
American dagger moth
American dog tick
American grasshopper
American hornet moth
American house dust mite
American plum borer
American spider beetle
Angora goat biting louse
Angoumois grain moth
angularwinged katydid
angulate leafhopper
apple-and-thorn skeletonizer
apple aphid
apple bark borer
apple barkminer
apple blotch leafminer
apple curculio
apple flea weevil
apple fruitminer
apple fruit moth
apple grain aphid
apple leafhopper
apple maggot
apple mealybug
apple red bug
apple rust mite
apple seed chalcid
apple sucker
apple twig beetle
apple twig borer
appleleaf skeletonizer
appleleaf trumpet miner
araucaria aphid
arborvitae leafminer
arborvitae weevil
Argentine ant
argus tortoise beetle
army cutworm
armyworm
artichoke plume moth
ashgray blister beetle
ash plant bug
Asiatic garden beetle
Asiatic oak weevil
Asiatic rice borer
Asiatic rose scale
asparagus beetle
asparagus miner
asparagus spider mite
aspen blotchminer
aspen leaf beetle
aster leafhopper
aster leafminer
Australian cockroach
Australian fern weevil
Australian mantid

Australian rat flea
Australian spider beetle
Australianpine borer
avocado brown mite
avocado red mite
avocado whitefly
azalea bark scale
azalea lace bug
azalea leafminer
azalea plant bug
azalea whitefly

bagworm
Bahaman swallowtail
baldcypress coneworm
baldfaced hornet
balsam fir sawfly
balsam fir sawyer
balsam gall midge
balsam shootboring sawfly
balsam twig aphid
balsam woolly adelgid
bamboo borer
bamboo mealybug
bamboo powderpost beetle
bamboo spider mite
banana aphid
banana root borer
banana skipper
banded alder borer
banded ash clearwing
banded cucumber beetle
banded greenhouse thrips
banded hickory borer
banded sunflower moth
banded wood snail
banded woollybear
bandedwing whitefly
Banks grass mite
banyan aphid
Barber brown lacewing
barberpole caterpillar
barley jointworm
barnacle scale
basswood lace bug
basswood leafminer
basswood leafroller
beachgrass scale
bean aphid
bean butterfly
bean capsid
bean fly
bean leaf beetle
bean leafroller
bean leafskeletonizer
bean pod borer
bean stalk weevil
bean thrips
bean weevil
Beardsley leafhopper
bed bug
beech blight aphid
beech scale
beet armyworm
beet leaf beetle
beet leafhopper
beet leafminer
beet webworm
bella moth
Bermudagrass mite
bertha armyworm
bidens borer
bigheaded ant
bigheaded grasshopper
birch bark beetle
birch casebearer
birch leafminer
birch sawfly
birch skeletonizer
birch tubemaker
bird tick
black army cutworm
black blister beetle
black blow fly
black carpenter ant
black carpet beetle
black cherry aphid
black cherry fruit fly
black citrus aphid
black cockroach wasp
black cutworm
black dung beetle
black earwig
black elm bark weevil
black flower thrips
black fungus beetle
black grain stem sawfly
black horse fly
black hunter thrips
black imported fire ant
black lady beetle
black larder beetle
black peach aphid
black pecan aphid
black pineleaf scale
black potter wasp
black scale
black soldier fly
black stink bug
black turfgrass ataenius
black twig borer
black swallowtail
black thread scale
black turpentine beetle
black vine weevil
black walnut curculio
black widow spider
black witch
blackbellied clerid
blackberry skeletonizer
Blackburn butterfly
blackfaced leafhopper
blackheaded ash sawfly
blackheaded fireworm
blackheaded pine sawfly
blackhorned pine borer
blackhorned tree cricket
blackjacket
blacklegged tick
blacklegged tortoise beetle
blackmargined aphid
blister coneworm
bloodsucking conenose
blue cactus borer
blue horntail
blue soldier fly
blueberry bud mite
blueberry case beetle
blueberry flea beetle
blueberry maggot
blueberry thrips
blueberry tip midge
bluegrass billbug
bluegrass webworm
bluntnosed cranberry leafhopper
body louse
Boisduval scale
boll weevil
bollworm
booklouse
boxelder aphid
boxelder bug
boxelder leafroller
boxelder psyllid
boxelder twig borer
boxwood leafminer
boxwood psyllid
bramble leafhopper
Brasilian leafhopper
bristly cutworm
bristly roseslug
broad mite
broadbean weevil
broadhorned flour beetle
broadnecked root borer
broadnosed grain weevil
broadwinged katydid
bromegrass seed midge
bronze appletree weevil
bronze birch borer
bronze leaf beetle
bronze poplar borer
bronzed cutworm
brown chicken louse
brown citrus aphid
brown cockroach
brown cotton leafworm
brown dog tick
brown dung beetle
brown flour mite
brown garden snail
brown house moth
brown mite
brown pineapple scale
brown recluse spider
brown saltmarsh mosquito
brown soft scale
brown spider beetle
brown stink bug
brown wheat mite
brown widow spider
brownbanded cockroach
brownheaded jack pine sawfly
brownheaded ash sawfly
brownlegged grain mite
browntail moth
Bruce spanworm
buck moth
buckthorn aphid
buffalograss webworm
buffalo treehopper
bulb mite
bulb scale mite
bumble flower beetle
bumelia fruit fly
burdock borer
Burmeister mantid
butternut curculio

cabbage aphid
cabbage curculio
cabbage looper
cabbage maggot
cabbage seedpod weevil
cabbage seedstalk curculio
cabbage webworm
cactus moth
cactus scale
cadelle
Caledonia seed bug
calico scale
California fivespined ips
California flatheaded borer
California harvester ant
California oakworm
California pear sawfly
California prionus
California red scale
California saltmarsh mosquito
California tortoiseshell
camellia scale
camphor scale
camphor thrips
caragana aphid
caragana blister beetle
caragana plant bug
Caribbean black scale
Caribbean pod borer
carmine spider mite
carnation maggot
carnation tip maggot
Carolina conifer aphid
Carolina grasshopper
Carolina mantid
carpenter bee
carpenterworm
carpet beetle
carpet moth
carrot beetle
carrot rust fly
carrot weevil
casemaking clothes moth
catalpa midge
catalpa sphinx
cat flea
cat follicle mite
cat louse
cattle biting louse
cattle follicle mite
cattle itch mite
cattle tail louse
cattle tick
Cayenne tick
ceanothus silk moth
cecropia moth
cedartree borer
celery aphid
celery leaftier
celery looper
cereal leaf beetle
chaff scale

chainspotted geometer
changa
charcoal beetle
cheese mite
cheese skipper
cherry casbearer
cherry fruit fly
cherry fruit sawfly
cherry fruitworm
cherry leaf beetle
cherry maggot
chestnut timberworm
chicken body louse
chicken head louse
chicken mite
chigoe
chinch bug
Chinese dryinid
Chinese mantid
Chinese obscure scale
Chinese rose beetle
Christmas berry webworm
chrysanthemum aphid
chrysanthemum flower borer
chrysanthemum gall midge
chrysanthemum lace bug
chrysanthemum leafminer
chrysanthemum thrips
cicada killer
cigar casebearer
cigarette beetle
cinereous cockroach
cinnabar moth
citricola scale
citrophilus mealybug
citrus blackfly
citrus bud mite
citrus flat mite
citrus mealybug
citrus red mite
citrus root weevil
citrus rust mite
citrus snow scale
citrus swallowtail
citrus thrips
citrus whitefly
claybacked cutworm
claycolored billbug
claycolored leaf beetle
Clear Lake gnat
clearwinged grasshopper
clematis blister beetle
clidemia leafroller
clidemia thrips
clouded plant bug
clouded sulphur
cloudywinged whitefly
clover aphid
clover aphid parasite
clover cutworm
clover hayworm
clover head caterpillar
clover head weevil
clover leafhopper
clover leaf midge
clover leaf weevil
clover looper
clover mite
clover root borer
clover root curculio
clover seed chalcid
clover seed midge
clover seed weevil
clover stem borer
cluster fly
cochineal insect
cocklebur weevil
coconut leafminer
coconut leafroller
coconut mealybug
coconut scale
codling moth
coffee bean weevil
Colorado potato beetle
Columbia Basin wireworm
Columbian timber beetle
columbine borer
columbine leafminer complex
Comanche lacewing
common Australian lady beetle
common cattle grub
common damsel bug
common green darner
common green lacewing
common malaria mosquito
composite thrips
Comstock mealybug
conchuela
confused flour beetle
convergent lady beetle
Cooley spruce gall adelgid
corn blotch leafminer complex
corn delphacid
corn earworm
corn flea beetle
corn leaf aphid
corn root aphid
corn root webworm
corn sap beetle
corn silk beetle
cornfield ant
cosmopolitan grain psocid
cotton aphid
cotton blister mite
cotton fleahopper
cotton lace bug
cotton leafminer
cotton leafperforator
cotton leafworm
cotton square borer
cotton stainer
cotton stem moth
cottonwood borer
cottonwood dagger moth
cottonwood leaf beetle
cottonwood twig borer
cottonycushion scale
cottony maple scale
cottony peach scale
coulee cricket
cowpea aphid
cowpea curculio
cowpea weevil
crabhole mosquito
crab louse
cranberry fruitworm
cranberry girdler
cranberry rootworm
cranberry weevil
crapemyrtle aphid
crazy ant
crescentmarked lily aphid
cribate weevil
crinkled flannel moth
cross-striped cabbageworm
croton caterpillar
croton mussel scale
Cuban cockroach
Cuban laurel thrips
curcubit longicorn
cucurbit midge
curled rose sawfly
currant aphid
currant borer
currant bud mite
currant fruit fly
currant fruit weevil
currant spanworm
currant stem girdler
cyclamen mite
cynthia moth

dandelion gall wasp
dark mealworm
darksided cutworm
datebug
deodar weevil
depluming mite
depressed flour beetle
desert corn flea beetle
desert spider mite
devastating grasshopper
diamondback moth
diamondbacked spittlebug
dictyospermum scale
differential grasshopper
dingy cutworm
dobsonfly
dock sawfly
dodder gall weevil
dog biting louse
dog flea
dog follicle mite
dog sucking louse
dogwood borer
dogwood clubgall midge
dogwood scale
dogwood spittlebug
dogwood twig borer
Douglas-fir beetle
Douglas-fir cone moth
Douglas-fir engraver
Douglas-fir pitch moth
Douglas-fir tussock moth
Douglas-fir twig weevil
driedfruit beetle
driedfruit mite
driedfruit moth
drone fly
drugstore beetle
dryberry mite
dryland wireworm
dusky birch sawfly
dusky sap beetle
dusky stink bug

ear tick
eastern blackheaded budworm
eastern field wireworm
eastern Hercules beetle
eastern larch beetle
eastern lubber grasshopper
eastern pine seedworm
eastern pine shoot borer
eastern yellowjacket
eastern raspberry fruitworm
eastern spruce gall adelgid
eastern subterranean termite
eastern tent caterpillar
eggplant flea beetle
eggplant lace bug
eggplant leafminer
Egyptian alfalfa weevil
eightspotted forester
El Segundo blue
elder shoot borer
elm borer
elm calligrapha
elm casebearer
elm cockscombgall aphid
elm flea beetle
elm lace bug
elm leaf aphid
elm leaf beetle
elm leafminer
elm sawfly
elm scurfy scale
elm spanworm
elm sphinx
elongate flea beetle
elongate hemlock scale
emerald cockroach wasp
Engelmann spruce weevil
English grain aphid
erigeron root aphid
ermine moth
eugenia caterpillar
euonymus scale
eupatorium gall fly
European alder leafminer
European apple sawfly
European chafer
European chicken flea
European corn borer
European crane fly
European earwig
European elm scale
European fruit lecanium
European fruit scale
European grain moth

European honeysuckle leafroller
European hornet
European house dust mite
European mantid
European mouse flea
European peach scale
European pine sawfly
European pine shoot moth
European red mite
European spruce beetle
European spruce sawfly
European wheat stem sawfly
eyed click beetle
eyespotted bud moth

face fly
fall armyworm
fall cankerworm
fall webworm
false celery leaftier
false chinch bug
false German cockroach
false hemlock looper
false potato beetle
false stable fly
feather mite
fern aphid
fern caterpillar
fern scale
field crickets
fiery hunter
fiery skiper
fig mite
fig scale
fig wasp
Fijian ginger weevil
filament bearer
filbert aphid
filbert bud mite
filbert weevil
filbertworm
fir cone looper
fire ant
firebrat
fir engraver
fir seed moth
firtree borer
flat grain beetle
flatheaded appletree borer
flatheaded cone borer
flatheaded fir borer
flax bollworm
Fletcher scale
floodwater mosquito
Florida carpenter ant
Florida fern caterpillar
Florida harvester ant
Florida red scale
Florida wax scale
flower thrips
fluff louse
follicle mite
forage looper
Forbes scale
foreign grain beetle
forest day mosquito
forest tent caterpillar
forest tree termite
forktailed bush katydid
Formosan subterranean termite
fourlined plant bug
fourspotted spider mite
fourspotted tree cricket
fowl tick
foxglove aphid
frigate bird fly
fringed orchid aphid
frit fly
fruittree leafroller
Fuller rose beetle
furniture beetle
furniture carpet beetle

gallmaking maple borer
garden fleahopper
garden millipede
garden springtail
garden symphylan
garden webworm
gardenia bud mite
genista caterpillar
German cockroach
giant African snail
giant bark aphid
giant Hawaiian dragonfly
giant stag beetle
giant water bug
Giffard whitefly
ginger maggot
gladiolus thrips
glassy cutworm
globose scale
globular spider beetle
gloomy scale
Glover scale
goat biting louse
goat follicle mite
goat sucking louse
golden buprestid
golden cricket wasp
golden oak scale
golden paper wasp
golden spider beetle
golden tortoise beetle
goldeneye lacewing
goldenglow aphid
gooseberry fruitworm
gooseberry witchbroom aphid
goose body louse
gorse seed weevil
gophertortoise tick
grain mite
grain rust mite
grain thrips
granary weevil
granulate cutworm
grape berry moth
grape blossom midge
grape cane gallmaker
grape colaspis
grape curculio
grape erineum mite
grape flea beetle
grape leaffolder
grape mealybug
grape phylloxera
grape plume moth
grape root borer
grape rootworm
grape sawfly
grape scale
grape seed chalcid
grape trunk borer
grape whitefly
grapeleaf skeletonizer
grapevine aphid
grapevine looper
grass fleahopper
grass mite
grass sawfly
grass scolytid
grass sharpshooter
grass sheathminer complex
grass thrips
grass webworm
grasshopper bee fly
grasshopper maggots
gray garden slug
gray lawn leafhopper
gray pineapple mealybug
gray sugarcane mealybug
gray willow leaf beetle
graybanded leafroller
great ash spinx
Great Basin wireworm
greater wax moth
greedy scale
green budworm
green cloverworm
green fruitworm
green garden looper
green sphinx
green June beetle
green peach aphid
green rose chafer
green scale
green shield scale
green spruce aphid
green stink bug
greenbug
greenheaded spruce sawfly
greenhouse leaftier
greenhouse orthezia
greenhouse slug
greenhouse stone cricket
greenhouse thrips
greenhouse whitefly
greenstriped grasshopper
greenstriped mapleworm
gregarious oak leafminer
ground mealybug
Guinea ant
guinea feather louse
Gulf Coast tick
Gulf wireworm
gypsy moth

hackberry engraver
hackberry lace bug
hackberry nipplegall maker
hag moth
hairy chinch bug
hairy fungus beetle
hairy maggot blow fly
hairy rove beetle
hairy spider beetle
Hall scale
hard maple budminer
harlequin bug
harlequin cockroach
hau leafminer
Hawaiian antlion
Hawaiian beet webworm
Hawaiian bud moth
Hawaiian carpenter ant
Hawaiian flower thrips
Hawaiian grass thrips
Hawaiian pelagic water strider
Hawaiian sphinx
hawthorn lace bug
hazelnut weevil
head louse
heath spittlebug
hellgrammite
hemispherical scale
hemlock borer
hemlock looper
hemlock sawfly
hemlock scale
Hessian fly
hibiscus leafminer
hibiscus mealybug
hibiscus whitefly
hickory bark beetle
hickory horned devil
hickory leafroller
hickory plant bug
hickory shuckworm
hickory tussock moth
hide beetle
High Plains grasshopper
hog follicle mite
hog louse
holly leafminer
holly scale
hollyhock plant bug
hollyhock weevil
honey bee
honey bee mite
honeylocust plant bug
honeysuckle leafminer
honeysuckle sawfly
hop aphid
hop flea beetle
hop looper
hop plant bug
horned passalus
horned squash bug
hornet moth
hornets
horn fly
horse biting louse

horse bot fly
horse follicle mite
horse sucking louse
horseradish flea beetle
house centipede
house cricket
house fly
house mite
house mouse mite
household casebearer
human flea
hunting billbug
hyaline grass bug

ilima leafminer
ilima moth
imbricated snout beetle
immigrant acacia weevil
imperial moth
imported cabbageworm
imported crucifer weevil
imported currantworm
imported longhorned weevil
imported willow leaf beetle
incense-cedar wasp
Indianmeal moth
inornate scale
introduced pine sawfly
io moth
iris borer
iris thrips
iris weevil
Italian pear scale
itch mite
ivy aphid

jack pine budworm
jack pine sawfly
jack pine tip beetle
Japanese beetle
Japanese broadwinged katydid
Japanese grasshopper
Jeffrey pine beetle
Jerusalem cricket
juniper midge
juniper scale
juniper tip midge
juniper webworm

Kamehameha butterfly
keyhole wasp
khapra beetle
kiawe bean weevil
kiawe flower moth
kiawe roundheaded borer
kiawe scolytid
Kirkaldy whitefly
Klamathweed beetle
koa bug
koa haole seed weevil
koa moth
koa seedworm
kou leafworm

Lange metalmark
lantana cerambycid
lantana defoliator caterpillar
lantana gall fly
lantana hispid
lantana lace bug
lantana leaf beetle
lantana leafminer
lantana leaftier
lantana plume moth
lantana seed fly
lantana stick caterpillar
lappet moth
larch aphid
larch casebearer
larch sawfly
larder beetle
large aspen tortrix
large bigeyed bug
large brown spider
large chestnut weevil
large chicken louse
large cottony scale
large duck louse
large kissing bug
large milkweed bug
large red slug
large turkey louse
larger black flour beetle
larger canna leafroller
larger elm leaf beetle
larger grain borer
larger Hawaiian cutworm
larger lantana butterfly
larger pale trogiid
larger shothole borer
larger yellow ant
larkspur leafminer complex
latania scale
latrine fly
lawn armyworm
lawn leafhopper
leadcable borer
leaf crumpler
leaffooted assassin bug
leaffooted bug
leaffooted pine seed bug
leek moth
leopard moth
lespedeza webworm
lesser appleworm
lesser brown scorpion
lesser bud moth
lesser bulb fly
lesser canna leafroller
lesser clover leaf weevil
lesser cornstalk borer
lesser ensign wasp
lesser follicle mite
lesser grain borer
lesser lawn leafhopper
lesser mealworm
lesser orchid weevil
lesser peachtree borer
lesser wax moth
lettuce root aphid
light brown apple moth
lilac borer
lilac leafminer
lily bulb thrips
lily weevil
limabean pod borer
limabean vine borer
linden borer
linden looper
lined click beetle
lined spittlebug
lined stalk borer
lion beetle
litchi fruit moth
litchi mite
little black ant
little carpenterworm
little fire ant
little green leafhopper
little house fly
little yellow ant
loblolly pine sawfly
locust borer
locust leafminer
locust leafroller
locust twig borer
lodgepole cone beetle
lodgepole needleminer
lodgepole pine beetle
lodgepole sawfly
lodgepole terminal weevil
lone star tick
long brown scale
longheaded flour beetle
longleaf pine seedworm
longlegged ant
longnosed cattle louse
longtailed fruit fly parasite
longtailed mealybug
lotis blue
Louisiana red crayfish
lowland tree termite
lubber grasshopper
luna moth

Macao paper wasp
Madeira cockroach
magnolia scale
maize billbug
maize weevil
mango bark beetle
mango bud mite
mango flower beetle
mango shoot caterpillar
mango spider mite
mango weevil
maple bladdergall mite
maple callus borer
maple leafcutter
maple petiole borer
maple trumpet skeletonizer
margined blister beetle
marsh slug
masked hunter
mauna loa bean beetle
McDaniel spider mite
meadow plant bug
meadow spittlebug
meal moth
mealybug destroyer
mealy plum aphid
Mediterranean flour moth
Mediterranean fruit fly
melon aphid
melon fly
melonworm
merchant grain beetle
Mexican bean beetle
Mexican bean weevil
Mexican black scale
Mexican corn rootworm
Mexican fruit fly
Mexican leafroller
Mexican mealybug
Mexican pine beetle
migratory grasshopper
mimosa webworm
mining scale
mint aphid
minute egg parasite
minute pirate bug
mission blue
mold mite
monarch butterfly
monkeypod moth
monkeypod roundheaded borer
Monterey pine cone beetle
Morrill lace bug
Monterey pine resin midge
Monterey pine weevil
Mormon cricket
morningglory leafminer
mossyrose gall wasp
mottled tortoise beetle
mountain-ash sawfly

mountain leafhopper
mountain pine beetle
mountain pine coneworm
mourningcloak butterfly
mulberry whitefly
mullein thrips

Nantucket pine tip moth
narcissus bulb fly
narrownecked grain beetle
narrowwinged mantid
native elm bark beetle
native holly leafminer
navel orangeworm
negro bug
Nevada sage grasshopper
New Guinea sugarcane weevil
new house borer
New York weevil
nigra scale
northeastern sawyer
northern cattle grub
northern corn rootworm
northern fowl mite
northern house mosquito
northern masked chafer
northern mole cricket
northern pine weevil
northern pitch twig moth
northern rat flea
northwest coast mosquito
Norway maple aphid
nose bot fly
nutgrass armyworm
nutgrass billbug
nutgrass borer moth
nutgrass weevil
Nuttall blister beetle

oak clearwing moth
oak lace bug
oak leafroller
oak leaftier
oak lecanium
oak sapling borer
oak skeletonizer
oak timberworm
oak webworm
obliquebanded leafroller
obscure mealybug
obscure root weevil
obscure scale
oceanic burrower bug
oceanic embiid
oceanic field cricket
odd beetle
odorous house ant
old house borer
oleander aphid
oleander hawk moth
oleander pit scale
oleander scale
olive fruit fly
olive scale
omnivorous leaftier
omnivorous looper
onespotted stink bug
onion aphid
onion bulb fly
onion maggot
onion plant bug
onion thrips
orange spiny whitefly
orange tortrix
orangedog
orangehumped mapleworm
orangestriped oakworm
orangetailed potter wasp
orchid aphid
orchidfly
Oregon fir sawyer
Oregon wireworm
oriental beetle
oriental cockroach
oriental fruit fly
oriental fruit moth
oriental house fly
oriental moth
oriental rat flea
oriental stink bug
ornate aphid
orthezia lady beetle
oval guineapig louse
oxalis spider mite
oxalis whitefly
oystershell scale

Pacific beetle cockroach
Pacific Coast tick
Pacific Coast wireworm
Pacific cockroach
Pacific dampwood termite
Pacific flatheaded borer
Pacific kissing bug
Pacific pelagic water strider
Pacific spider mite
Pacific tent caterpillar
Pacific willow leaf beetle
Packard grasshopper
painted beauty
painted hickory borer
painted lady
painted leafhopper
painted maple aphid
pale damsel bug
pale juniper webworm
pale leaf spider
pale leafcutting bee
pale legume bug
pale tussock moth
pale western cutworm
pales weevil
palesided cutworm
palestriped flea beetle
palm mealybug
palmerworm
palm leafskeletonizer
pandanus mealybug
pandora moth
papaya fruit fly
paper wasps
parasitic grain wasp
parlatoria date scale
parsleyworm
parsnip webworm
pavement ant
pea aphid
pea leafminer
pea leaf weevil
pea moth
pea weevil
peach bark beetle
peach silver mite
peach twig borer
peachtree borer
pear midge
pear plant bug
pear psylla
pear rust mite
pear sawfly
pear thrips
pearleaf blister mite
pecan bud moth
pecan carpenterworm
pecan cigar casebearer
pecan leaf casebearer
pecan leaf phylloxera
pecan leafroll mite
peacan leaf scorch mite
pecan nut casebearer
pecan phylloxera
pecan serpentine leafminer
pecan spittlebug
pecan weevil
pepper-and-salt moth
peppergrass beetle
pepper maggot
pepper weevil
periodical cicada
persimmon borer
persimmon psylla
phantom hemlock looper
Pharaoh ant
Philippine katydid
phlox plant bug
pickleworm
pigeon fly
pigeon tremex
pine bark adelgid
pine bud mite
pine butterfly
pine candle moth
pine chafer
pine colaspis
pine conelet looper
pine engraver
pine false webworm
pine gall weevil
pine leaf adelgid
pine needleminer
pine needle scale
pine needle sheathminer
pine root collar weevil
pine root tip weevil
pine rosette mite
pine spittlebug
pine tortoise scale
pine tube moth
pine tussock moth
pine webworm
pineapple false spider mite
pineapple mealybug
pineapple scale
pineapple tarsonemid
pineapple weevil
pinevine swallowtail
pink bollworm
pink scavenger caterpillar
pink sugarcane mealybug
pinkstriped oakworm
pinkwinged grasshopper
pinon cone beetle
pistol casebearer
pitch mass borer
pitch pine tip moth
pitch twig moth
pitch-eating weevil
pitcherplant mosquito
plains false wireworm
plaster beetle
plum curculio
plum gouger
plum leafhopper
plum rust mite
plum webspinning sawfly
plumeria borer
plumeria whitefly
poinciana looper
polyphemus moth
ponderosa pine bark borer
ponderosa pine cone beetle
poplar borer
poplar-and-willow borer
poplar leaffolding sawfly
poplar petiolegall aphid
poplar tentmaker
poplar twig gall aphid
poplar vagabond aphid
portulaca leafmining weevil
potato aphid

potato flea beetle
potato leafhopper
potato psyllid
potato scab gnat
potato stalk borer
potato stem borer
potato tuberworm
poultry bug
poultry house moth
powderpost bostrichid
prairie flea beetle
prairie grain wireworm
privet aphid
privet leafminer
privet mite
privet thrips
promethea moth
pruinose bean weevil
prune leafhopper
Puget Sound wireworm
puncturevine seed weevil
puncturevine stem weevil
purple scale
purplebacked cabbageworm
purplespotted lily aphid
puss caterpillar
Putnam scale
pyramid ant
pyriform scale

quince curculio
quince treehopper

rabbit louse
rabbit tick
ragweed borer
ragweed plant bug
rain beetles
raisin moth
range caterpillar
range crane fly
rapid plant bug
raspberry bud moth
raspberry cane borer
raspberry cane maggot
raspberry crown borer
raspberry leafroller
raspberry sawfly
red admiral
red and black flat mite
red assassin bug
red carpenter ant
red clover seed weevil
red date scale
red elm bark weevil
red flour beetle
red grasshopper mite
red harvester ant
red imported fire ant
red milkweed beetle
red oak borer
red orchid scale
red pine cone beetle
red pine sawfly
red pine scale
red turnip beetle
red turpentine beetle
red wax scale
redbacked cutworm
redbanded leafroller
redbanded thrips
redberry mite
redblack oedemerid
redbud leaffolder
redheaded ash borer
redheaded jack pine sawfly
redheaded pine sawfly
redhumped caterpillar
redlegged flea beetle
redlegged grasshopper
redlegged ham beetle
redmargined assassin bug
rednecked cane borer
rednecked peanutworm
redshouldered ham beetle
redshouldered stink bug
redtailed spider wasp
redtailed tachina
regal moth
relapsing fever tick
resplendent shield bearer
reticulate mite
reticulatewinged trogiid
rhinoceros beetle
Rhodesgrass mealybug
rhododendron borer
rhododendron lace bug
rhododendron whitefly
rhubarb curculio
rice delphacid
rice leaffolder
rice leafhopper
rice root aphid
rice stalk borer
rice stink bug
rice water weevil
rice weevil
ridgewinged fungus beetle
ringlegged earwig
robust leafhopper
Rocky Mountain grasshopper
Rocky Mountain wood tick
rose aphid
rose chafer
rose curculio
rose leaf beetle
rose leafhopper
rose midge
rose stem girdler
rose scale
roseroot gall wasp
roseslug
rosy apple aphid
rosy predator snail
rotund tick
rough stink bug
roughskinned cutworm
roundheaded appletree borer
roundheaded cone borer
roundheaded fir borer
roundheaded pine beetle
rusty banded aphid
rustic borer
rusty grain beetle
rusty millipede
rusty plum aphid
rusty tussock moth

saddleback caterpillar
saddled leafhopper
saddled prominent
sagebrush defoliator
saltmarsh caterpillar
saltmarsh mosquito
San Bruno elfin
sand wireworm
sandcherry weevil
San Jose scale
sapwood timberworm
Saratoga spittlebug
saskatoon borer
satin moth
Saunders embiid
sawtoothed grain beetle
Say blister beetle
Say stink bug
scab mite
scaly grain mite
scalyleg mite
scarlet oak sawfly
Schaus swallowtail
Schoene spider mite
screwworm
sculptured pine borer
scurfy scale
secondary screwworm
seed bugs
seedcorn beetle
seedcorn maggot
sequoia pitch moth
serpentine leafminer complex
shaft louse
shallot aphid
sheep biting louse
sheep bot fly
sheep follicle mite
sheep ked
sheep scab mite
shieldbacked pine seed bug
shortleaf pine cone borer
shortnosed cattle louse
shothole borer
sigmoid fungus beetle
silkworm
silky ant
silky cane weevil
silverfish
silverspotted skipper
silverspotted tiger moth
sinuate lady beetle
sinuate peartree borer
Sitka spruce weevil
sixspotted mite
sixspotted thrips
slash pine flower thrips
slash pine sawfly
slash pine seedworm
slender duck louse
slender goose louse
slender guinea louse
slender guineapig louse
slender pigeon louse
slender seedcorn beetle
slender turkey louse
slenderhorned flour beetle
small chestnut weevil
small milkweed bug
small pigeon louse
small southern pine engraver
smaller European elm bark beetle
smaller Hawaiian cutworm
smaller lantana butterfly
smaller yellow ant
smalleyed flour beetle
smartweed borer
smeared dagger moth
smokybrown cockroach
smut beetle
snowball aphid
snowy tree cricket
solanaceous treehopper
solitary oak leafminer
sonchus fly
Sonoran tent caterpillar
sourbush seed fly
sorghum midge
sorghum webworn
South African emex weevil
south coastal coneworm
southern armyworm
southern beet webworm
southern buffalo gnat
southern cabbageworm
southern cattle tick
southern chinch bug
southern corn billbug
southern corn rootworm
southern cornstalk borer
southern fire ant
southern garden leafhopper
southern green stink bug
southern house mosquito
southern lyctus beetle

southern masked chafer
southern mole cricket
southern pine beetle
southern pine coneworm
southern pine root weevil
southern pine sawyer
southern potato wireworm
southern red mite
southwestern corn borer
southwestern Hercules beetle
southwestern pine tip moth
southwestern squash vine borer
southwestern tent caterpillar
sow thistle aphid
soybean looper
soybean thrips
Spanishfly
spider mite destroyer
spicebush swallowtail
spinach flea beetle
spinach leafminer
spined assassin bug
spined rat louse
spined soldier bug
spined stilt bug
spiny assassin bug
spiny oakworm
spinybacked spider
spirea aphid
spotted alfalfa aphid
spotted asparagus beetle
spotted beet webworm
spotted blister beetle
spotted cucumber beetle
spotted cutworm
spotted garden slug
spotted hairy fungus beetle
spotted Mediterranean cockroach
spotted pine sawyer
spotted tentiform leafminer
spotted tussock moth
spottedwinged antlion
spring cankerworm
spruce aphid
spruce beetle
spruce bud midge
spruce bud moth
spruce bud scale
spruce budworm
spruce coneworm
spruce mealybug
spruce needleminer
spruce seed moth
spruce spider mite
squarenecked grain beetle
squarenosed fungus beetle
squash beetle
squash bug
squash vine borer
stable fly
stalk borer
star jasmine thrips
steelblue lady beetle
Stevens leafhopper
sticktight flea
stinging rose caterpillar
stink beetle
stored nut moth
straw itch mite
strawberry aphid
strawberry bud weevil
strawberry crown borer
strawberry crown moth
strawberry crownminer
strawberry leafroller
strawberry root aphid
strawberry root weevil
strawberry rootworm
strawberry sap beetle
strawberry spider mite
strawberry whitefly
striped alder sawfly
striped ambrosia beetle
striped blister beetle
striped cucumber beetle
striped cutworm
striped earwig
striped flea beetle
striped garden caterpillar
striped horse fly
striped mealybug
subtropical pine tip moth
subulina snail
suckfly
sugar maple borer
sugar pine cone beetle
sugarbeet crown borer
sugarbeet root aphid
sugarbeet root maggot
sugarbeet wireworm
sugarcane aphid
sugarcane beetle
sugarcane borer
sugarcane bud moth
sugarcane delphacid
sugarcane leaf mite
sugarcane leafroller
sugarcane stalk mite
sugarcane thrips
sunflower beetle
sunflower bud moth
sunflower maggot
sunflower moth
sunflower seed midge
sunflower spittlebug
superb plant bug
Surinam cockroach
Swaine jack pine sawfly
swallow bug
sweetclover aphid
sweetclover root borer
sweetclover weevil
sweetfern leaf casebearer
sweetpotato flea beetle
sweetpotato hornworm
sweetpotato leaf beetle
sweetpotato leafminer
sweetpotato leafroller
sweetpotato vine borer
sweetpotato weevil
sweetpotato whitefly
sycamore lace bug
sycamore tussock moth

Tahitian coconut weevil
tamarind weevil
tamarisk leafhopper
tarnished plant bug
tawny garden slug
tea scale
tenlined June beetle
tenspotted lady beetle
terrapin scale
tessallated scale
Texas citrus mite
Texas leafcutting ant
thief ant
thirteenspotted lady beetle
thistle aphid
thread bug
threebanded leafhopper
threecornered alfalfa hopper
threelined leafroller
threelined potato beetle
threespotted flea beetle
threestriped blister beetle
threestriped lady beetle
throat bot fly
thurberia weevil
tiger swallowtail
tilehorned prionus
tipdwarf mite
toad bug
tobacco budworm
tobacco flea beetle
tobacco hornworm
tobacco moth
tobacco stalk borer
tobacco thrips
tobacco wireworm
tomato bug
tomato fruitworm
tomato hornworm
tomato pinworm
tomato psyllid
tomato russet mite
toothed flea beetle
torsalo
transparentwinged plant bug
transverse lady beetle
trefoil seed chalcid
tropical fowl mite
tropical horse tick
tropical rat louse
tropical rat mite
tropical sod webworm
tuber flea beetle
tule beetle
tulip bulb aphid
tuliptree aphid
tuliptree scale
tumid spider mite
tupelo leafminer
turkey chigger
turkey gnat
turnip aphid
turnip maggot
turpentine borer
twicestabbed lady beetle
twig girdler
twig pruner
twobanded fungus beetle
twobanded Japanese weevil
twolined chestnut borer
twolined spittlebug
twomarked treehopper
twospotted lady beetle
twospotted spider mite
twospotted stink bug
twostriped grasshopper
twostriped walkingstick

uglynest caterpillar
unicorn caterpillar

vagabond crambus
vagrant grasshopper
Van Duzee treehopper
vanda thrips
variable oakleaf caterpillar
varied carpet beetle
variegated cutworm
vedalia
vegetable leafminer
vegetable weevil
velvetbean caterpillar
verbena bud moth
vespiform thrips
vetch bruchid
vexans mosquito
viburnum aphid
viceroy
violet aphid
violet sawfly
Virginia pine sawfly
Virginiacreeper leafhopper
Virginiacreeper sphinx

walkingstick
walnut aphid
walnut blister mite
walnut caterpillar
walnut husk fly
walnut scale
walnut shoot moth
walnut sphinx
wardrobe beetle
warehouse beetle
warty grain mite
watercress leaf beetle
watercress sharpshooter
watercress sowbug
waterlily aphid
waterlily leaf beetle
waterlily leafcutter
webbing clothes moth
West Indian cane weevil
West Indian flatid
West Indian fruit fly
West Indian sweetpotato weevil
western balsam bark beetle
western bean cutworm
western bigeyed bug
western black flea beetle
western blackheaded budworm
western bloodsucking conenose
western boxelder bug
western brown stink bug
western cedar bark beetle
western cedar borer
western cherry fruit fly
western chicken flea
western chinch bug
western corn rootworm
western damsel bug
western drywood termite
western field wireworm
western flower thrips
western grape rootworm
western grapeleaf skeletonizer
western harvester ant
western hemlock looper
western lawn moth
western lily aphid
western oak looper
western pine beetle
western pine shoot borer
western plant bug
western poplar clearwing
western potato flea beetle
western potato leafhopper
western predatory mite
western raspberry fruitworm
western spotted cucumber beetle
western spruce budworm
western striped cucumber beetle
western striped flea beetle
western subterranean termite
western tent caterpillar
western thatching ant
western treehole mosquito
western tussock moth
western wheat aphid
western w-marked cutworm
western yellowjacket
western yellowstriped armyworm
wharf borer
wheat curl mite
wheat head armyworm
wheat jointworm
wheat midge
wheat stem maggot
wheat stem sawfly
wheat strawworm
wheat wireworm
wheel bug
white apple leafhopper
white cutworm
white fir needleminer
white garden snail
white oak borer
white peach scale
white pine aphid
white pine cone beetle
white pine cone borer
white pine sawfly
white pine weevil
whitebacked garden spider
whitebanded elm leafhopper
whitecrossed seed bug
whitefringed beetles
whitelined sphinx
whitemargined cockroach
whitemarked fleahopper
whitemarked spider beetle
whitemarked treehopper
whitemarked tussock moth
whiteshouldered house moth
whitespotted sawyer
willowbeaked-gall midge
willow flea weevil
willow redgall sawfly
willow sawfly
willow shoot sawfly
Wilson sphinx
wing louse
winter grain mite
winter moth
winter tick
w-marked cutworm
wood cockroaches
woodrose bug
woods weevil
woolly alder aphid
woolly apple aphid
woolly elm aphid
woolly pear aphid
woolly whitefly

yellow and black potter wasp
yellow clover aphid
yellow garden spider
yellow mealworm
yellow rose aphid
yellow scale
yellow spider mite
yellow sugarcane aphid
yellow woollybear
yellowfever mosquito
yellowheaded cutworm
yellowheaded fireworm
yellowheaded leafhopper
yellowheaded spruce sawfly
yellowjackets
yellowmargined leaf beetle
yellownecked caterpillar
yellowshouldered lady beetle
yellowstriped armyworm
Yosemite bark weevil
yucca moth
yucca plant bug
Yuma spider mite

zebra caterpillar
Zimmerman pine moth

21. CONGRESSIONAL RECORD

LAWS AND RULES FOR PUBLICATION OF THE CONGRESSIONAL RECORD

CODE OF LAWS OF THE UNITED STATES

TITLE 44, SECTION 901. CONGRESSIONAL RECORD: ARRANGEMENT, STYLE, CONTENTS, AND INDEXES.—The Joint Committee on Printing shall control the arrangement and style of the CONGRESSIONAL RECORD, and while providing that it shall be substantially a verbatim report of proceedings, shall take all needed action for the reduction of unnecessary bulk. It shall provide for the publication of an index of the CONGRESSIONAL RECORD semimonthly during and at the close of sessions of Congress. (Oct. 22, 1968, c. 9, 82 Stat. 1255.)

TITLE 44, SECTION 904. CONGRESSIONAL RECORD: MAPS; DIAGRAMS; ILLUSTRATIONS.—Maps, diagrams, or illustrations may not be inserted in the RECORD without the approval of the Joint Committee on Printing. (Oct. 22, 1968, c. 9, 82 Stat. 1256.)

GENERAL RULES

The rules governing document work apply to the Congressional Record, except as may be noted herein. The same general style should be followed in the permanent Record (bound Record) as is used in the daily Record. All should familiarize themselves with the exceptions and the forms peculiar to the Record.

Daily and permanent Record texts are set in 8-point type on a 9-point body. Extracts are set in 7-point type on an 8-point body and stamped "FIC & punc." Quoted matter in 8 point is to be treated as "FIC & punc."

Congressional Record

An F-dash will be used preceding 8-point cap lines in proceedings in Senate and House.

All 7-point extracts and poetry will carry 2 points of space above and below.

All extracts are set 7 point unless otherwise ordered by the Joint Committee on Printing.

Except as noted below, all communications from the President must be set in 8 point, but if such communications contain extracts, etc., the extracts are set in 7 point.

An address of the President delivered outside of Congress or referred to as an extract is set in 7 point.

A letter from the President to the Senate is set in 7 point when any form of treaty is enclosed that is to be printed in the Record in connection therewith. The letter is set in 7 point whether the treaty follows or precedes it or is separated from it by intervening matter.

In all quoted amendments and excerpts of bills and in reprinting bills, the style and copy as printed in the bill, will be followed, as these data are picked up and converted, and no rekeying is required. Bill titles as used in Record briefs and History of Bills will follow Record style.

Profanity, obscene wording, or extreme vulgarisms are to be deleted and a 3-em dash substituted therefor.

Instructions covering the measure and the size and kind of type for parallel columns in the Record will be at the discretion of the preparer in charge of the Record.

In correcting proof, operators must exercise great care.

Extreme caution must be used in making corrections in copy, and no important change will be made without authority.

Observe the lists of names of Senators and Representatives, committees of both Houses, and duplicate names. Changes caused by death, resignation, or otherwise must be noted. There is no excuse for error in the spelling of names of Senators, Representatives, or department officials. In case of doubt, the Congressional Directory will be the authority.

Datelines should be followed on Extensions of Remarks. If any question arises as to the proper date to be used, the preparer in charge of the Record in the markup section must be consulted.

Indented matter in leaderwork will be 1 em only.

Queries must not be made on proofs. In case of doubt, readers will consult the Referee.

CAPITALIZATION

(See also Guide to Capitalization, p. 35)

If the name of the Congressional Record is mentioned, it must be set in caps and small caps and never abbreviated, even when appearing in citations.

The name of a Senator or a Representative preceding his direct remarks is set in caps and is followed by a period with equal spacing to be used.

The name of a Senator or a Representative used in connection with a bill or other paper—that is, in an adjectival sense—is lowercased, as the Hawkins bill, the Fish amendment, etc.; but FISH's amendment, etc.

The names of Members and Members-elect of both branches of the Congress, including those of the Vice President and Speaker, will be printed in caps and small caps if mention is made of them, except in "FIC and punc." matter.

Deceased Members' names will be set in caps and small caps in eulogies only on the first day the House or Senate is in session following death of Member, in a speech carrying date when Member was eulogized, or on memorial day in Senate and House. Eulogy day in one House will be treated the same in the other.

Certificates of Senators-elect of a succeeding Congress are usually presented to the current Congress, and in such cases the names of the Senators-elect must be in caps and small caps.

Names of Members of Congress must be set in caps and lowercase in votes, in lists set in columns, in the list of standing and select committees, in contested-election cases, in lists of pairs, and in all parts of tabular matter (head, body, and footnotes). (See under Pairs, p. 284.)

Observe that the names of all persons not certified Members of Congress are to be set in caps and lowercase; that is, names of secretaries, clerks, messengers, and others.

Names of proposed boards, commissions, services, etc., are capitalized.

Capitalize principal words and quote after each of the following terms: *Address, article, book, caption, chapter heading, editorial, essay, heading, headline, motion picture* or *play* (including TV or radio program), *paper, poem, report, song, subheading, subject, theme,* etc. Also, following the word *entitled,* except with reference to bill titles which are treated as follows: "A bill (or an act) transferring certain functions of the Price Administrator to the Petroleum Administrator for War," etc. (See rules 355, 8.131.)

CONTRACTIONS

Do not change well-founded historical utterances or expressions made popular by continued use on television, radio, or in the press. Use quotation marks and say, "Don't shoot until you see the whites of their eyes," "Let's look at the record." Follow contractions in 7-point extracts and when quoted in 8-point text or when used as a heading over 8-point data when it is the title of the article in 7 point. The abbreviation *etc.* must be made to read *and so forth* (et cetera if so worded), except in extracts and headings.

FIGURES

The general rules set forth under "Numerals" (p. 165) will apply to the use of figures in the Record.

Figures appearing in copy as "20 billion 428 million, 125 thousand dollars" should be converted to figures, as "$20,428,125,000."

In a Member's language (8 point), when numbered items are used, they are to read *first, second, third,* etc. In 7-point excerpts, either the numerals *1, 2, 3* or the words *first, second, third* may be used.

For ordinal numbers, follow rules 12.10–12.12.

TABULAR MATTER AND LEADERWORK

Record tables may be set either one or three columns in width, as follows:
One-column table: 14 picas (168 points).
Three-column table: 43½ picas (522 points). Footnote(s) will be set 43½ picas.
All short footnotes should be run in with 2 ems between each.

ITALIC

Italic, boldface, caps, or small caps shall not be used for emphasis; nor shall unusual indentions be used. This does not apply to literally reproduced quotations from historical, legal, or official documents. If italic other than restricted herein is desired, the words should be underscored and "Fol. ital." written on each folio. Do not construe this to apply to "*Provided,*" "*Provided further,*" "*Ordered,*" "*Resolved,*" "*Be it enacted, etc.,*" titles following signatures or addresses, or the part of datelines which should be set in italic.

Names of vessels must be set in italic, except in headings, where they will be quoted.

The prayer delivered in either House must be set in 8-point roman. If prefaced or followed by a quotation from the Bible, such quotation must be set in 8-point italic. Extracts from the Bible or other literature contained in the body of the prayer will be set in 8-point roman and quoted.

When general or passing mention is made of a case, the title is set in roman, as Smith Bros. case, in 7 and 8 point. When a specific citation is indicated and reference follows, use italic for title, as *Smith Bros.* case (172 App. Div. 149).

Titles of cases are always set in italic if followed by references; but, except as in casual use noted above, titles in 7-point matter are italicized in "versus" cases whether or not references follow, as *United States* v. *Jones Lumber Co.,* but follow copy if it is marked "FIC and punc." See page 162 for other examples.

In 8-point matter, when only the title of a case is given, set in roman, as United States versus 12 Diamond Rings.

When *versus* is used in other than legal phrases and for the purposes of showing contrast, it is not abbreviated or set in italic, as "airplanes versus battleships."

For contested-election cases, see page 304.

For other examples of legal cases and references, see rules 9.45 and 17.12.

MISCELLANEOUS

Do not quote any communication carrying date and signature. However, a letter (or other communication) bearing both date and signature that appears within a letter shall be quoted.

Do not put quotation marks on centerheads in 7-point extracts unless centerheads belong to original matter.

In newspaper extracts, put place and date at beginning of paragraph. Use caps and small caps for name of place and roman lowercase for spelled-out date. Connect date and extract by a period and an em dash. If date and place are credited in a bracket line above extract, they need not be used again at the beginning of paragraph. (See p. 286 under "Credits.")

Each *Whereas* in a preamble must begin a new paragraph. The *Therefore be it* must be preceded by a colon and be run in with the last *Whereas. Be it* will run in with the word *Therefore,* but must not be supplied when not in copy. Note the following:

Whereas it has been deemed advisable to, etc.: Therefore be it
Resolved, That the committee, etc.

In the titles of legal cases copy is followed as to spelling, abbreviations, and use of figures.

Use single punctuation in citations of cases and statutes:

United States v. *12 Diamond Rings* (124 U.S. 329; R.S. p. 310, sec. 1748).

Indent asterisk lines 2 ems on each side. Use five asterisks.

If a title is used as part of the name of an organization, vessel, etc., spell; thus, General U.S. Grant Post No. 76, Grand Army of the Republic.

The order of subdivision of the Constitution of the United States is as follows: article I, section 2, clause 3.

If an exhibit appears at the end of a speech, the head *Exhibit* is set in 7-point caps and small caps.

In extracts containing votes the names must be run in, as Mrs. Smith of Nebraska, AuCoin, and Clay, etc.

In a Senator's or a Representative's remarks, when amendments, sections, etc., are referred to by number, use *No.* before the figure even though *number* appears in copy. However, if intervening words separate the number and the term it identifies, use *numbered.* For example, Senate amendments Nos. 187 and 188, amendments of the Senate numbered 187 and 188; bill sections Nos. 10 and 11, sections of the bill numbered 10 and 11.

In text references to Senate and House reports and in executive and miscellaneous documents, the *No.* must always be supplied if not in copy; thus, House Report No. 98–75, Executive Document No. 98–20, Miscellaneous Document No. 37.

In headings and text references to resolutions and memorials, the *No.* is not used. Examples: *House Resolution 46, House Joint Memorial 3, Resolution 4.*

In gross or en gros

When a bill comes to final action, in the presentment of amendments collectively for a vote, either the term *"in gross"* or the French equivalent *"en gros"* may be used.

USE OF CAPS AND SMALL CAPS

[Names of Senators and Members are set in caps and small caps when in parentheses, brackets, leaderwork, or tabular matter.]

Mr. BAKER. (Name all caps when visitor addresses Senate or House.)

On motion by (or of) Mr. Long of Maryland, it was, etc.

The VICE PRESIDENT resumed the chair.

The PRESIDING OFFICER (Mr. Heinz in the chair). Shall the bill pass?

The SPEAKER called the House to order.

Mr. Mitchell's amendment was adopted.

Mr. BROWN of California took the floor and yielded to Mr. Grant.

During the rollcall,

Mr. CLAUSEN said: If not paired, I would vote "no" on this bill.

A Member. And debate it afterward.

Several Senators. I object.

Mr. KENNEDY, Mr. NUNN (and others). Let it be read.

Mr. JACKSON (and others). Yes.

Mrs. HAWKINS (and other Members). No.

Mr. SMITH of Oklahoma objected.

The Acting Secretary. In line 11, after the word *"Provided"*, it is proposed, etc.

Mr. SPENCE was recognized, and yielded his time to Mr. Florio.

Mr. CRANSTON, a Senator from the State of California, appeared in his seat today.

[When two Members from the same State have the same surname, full name is used.]

Mr. WILLIAM COYNE and Mr. JAMES COYNE rose to a point of order.

The SPEAKER proceeded to put the question on the motion of Mr. Yates.

The CHAIRMAN appointed Mr. Walker and Mr. Taylor as tellers.

Mr. CONTE. I desire to withdraw my vote of "no" and vote "present."

The Clerk (House) called the name of Mr. Murtha, and he answered "present."

The clerk (Senate) read Mr. Glenn's amendment.

The legislative clerk will read it.

The Legislative Clerk. This bill will * * *.

Mr. ADDABBO entered the Chamber.

The Secretary proceeded to call the roll, and Mr. Dole answered "aye."

Mr. McDONALD entered the Chamber and answered to his name.

Mr. HOYER and Mr. MYERS entered the Chamber and answered to their names.

After some delay, Mr. Kennedy entered the Chamber and answered to his name.

[Extracts that consist of colloquies will use caps and small caps for names of persons speaking, as shown below:]

Mr. Stigler. I think this bill is so well understood that no time will be required for its discussion.

Mrs. Norton. Does this bill come from the Committee on Armed Services?

The Speaker. It does.

SPECIAL ORDERS GRANTED

By unanimous consent, permission to address the House, following the legislative program and any special orders heretofore entered, was granted to:

Mr. Reuss, for 1 hour, on Wednesday, February 2.

Mr. Gonzalez (at the request of Mr. Reuss), for 1 hour, on February 2.

Mr. Annunzio, today, for 10 minutes.

(The following Members (at the request of Mr. Ginn) and to revise and extend their remarks and include therein extraneous matter:)

Mr. Kemp, for 5 minutes, today.

Mr. Miller of Ohio, for 5 minutes, today.

Mr. Findley, for 30 minutes, today.

[Note the following double action:]

(Mr. GRAMM asked and was given permission to extend his remarks at this point in the Record and to include extraneous matter.)

[Mr. GRAMM's remarks will appear hereafter in the Extensions of Remarks.]

(Mr. GRAMM asked and was given permission to extend his remarks at this point in the Record and to include extraneous matter.)

[Mr. GRAMM's remarks will appear hereafter in the Extensions of Remarks.]

PUNCTUATION

Mr. PACKWOOD. Mr. President, I call up my amendment which is identified as "unprinted amendment No. 1296," and ask that it be stated.

The bill was reported to the Senate as amended, and the amendment was concurred in.

The bill was reported to the Senate without amendment, ordered to be engrossed for a third reading, read the third time, and passed.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

The bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

The bill was ordered to a third reading, and it was accordingly read the third time and passed.

The bill was ordered to a third reading, was read the third time, and passed.

[Use this form when title of bill is given:]

The bill was ordered to be engrossed and read a third time, was read the third time, and passed.

The title was amended so as to read: "A bill for the relief of Maude S. Burman."

A motion to reconsider was laid on the table. [House.]

[Use this form when title of bill is not given:]

The bill was ordered to be engrossed and read a third time, was read the third time, and passed, and a motion to reconsider was laid on the table. [House.]

The bill was ordered to be engrossed and read a third time, was read the third time, and passed.

The amendments were ordered to be engrossed and the bill to be read a third time.

The amendment was agreed to, and the bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

There was no objection, and, by unanimous consent, the Senate proceeded, etc.

The question was taken, and the motion was agreed to.

The question being taken, the motion was agreed to.

There being no objection, the Senate, as in Committee of the Whole, proceeded to consider the bill, which had been reported from the Committee on Agriculture and Forestry with amendments.

The Secretary read the bill; and there being no objection, the Senate, as in Committee of the Whole, proceeded to its consideration.

Ordered to lie on the table and to be printed.

During the delivery of Mr. SMITH's speech.

As in executive session,

The Secretary read the bill; and, by unanimous consent, the Senate, as in Committee of the Whole, proceeded to its consideration.

Mr. LENT, by unanimous consent, was granted leave to withdraw from the files of the House, without leaving copies, the papers in the case of John Jones, no adverse report having been made thereon.

Mr. YATES. Regular order! [or division.]

Mr. WRIGHT. Regular order, Mr. Chairman.

My friend, the Senator from Massachusetts, said it was a mistake.

Mr. SARBANES addressed the Senate. After having spoken for 35 minutes.

Mr. MATHIAS. Mr. President, if the Senator will yield for a moment.

After the second call of the roll,

Mr. WAXMAN. Mr. Speaker, that has been agreed to.

Mr. COUGHLIN. Mr. Chairman, I move to strike the requisite number of words.

(Mr. COUGHLIN asked and was given permission to revise and extend his remarks.)

[Note use of interrogation mark in the following:]

Mr. DOLE. Mr. President, what does this mean?—

We have never received a dollar of this amount.

A resolution of the Senate of the State of California: to the Committee on Interior and Insular Affairs:

"SENATE RESOLUTION 126

"Resolution relative to flood control and water conservation projects

"Whereas the great storms of December 1964 caused widespread flooding along the Sacramento River and its tributaries; and

"Whereas this flooding caused extensive damage along the Sacramento River and its tributaries in Tehama and Shasta Counties; and

"Whereas these projects could be integrated with the Federal Central Valley project: Now, therefore, be it

"Resolved by the Senate of the State of California, That the Congress of the United States, the U.S. Army Corps of Engineers, and the Bureau of Reclamation are respectfully * * *".

[Note use of italic in title of cases:]

* * * This is the occasion America did not have to consider what other options might guarantee maternal safety while protecting the unborn. This is our national opportunity to reconsider *Roe* v. *Wade,* 410 U.S. 113 (1973).

Roe against Wade and its companion case, *Doe* v. *Bolton,* 410 U.S. 179, (1973) granted abortion the elevated status of a fundamental constitutional right and invalidated almost all effective restrictions on abortion throughout the 9 months of pregnancy.* * *

PARENTHESES AND BRACKETS

This legislation would exempt certain defined Central Intelligence Agency [CIA] operational files from the search and review process of the Freedom of Information Act [FOIA], thus permitting the agency to respond much more quickly to those FOIA requests which are at all likely to result in the release of information.

[Acronyms are to be bracketed as shown above.]

Mr. WRIGHT. Mr. Speaker, I now yield 5 minutes to the gentleman from Maryland [Mr. MITCHELL].

(Mr. WILLIAMS of Ohio asked and was given permission to revise and extend his remarks in the RECORD.)

Mr. TAYLOR. There is no "may not" about it. Here is the form in which they are printed.

Mr. FARY. I am in hopes we shall be able to secure a vote on the bill tonight.

["Vote! Vote!"]

Mr. YATES. The Chair rather gets me on that question. [Laughter.] I did not rise. [Cries of "Vote! Vote!"]

Mr. KASTEN (one of the tellers). I do not desire to press the point that no quorum has voted.

The CHAIRMAN [after a pause]. If no gentleman claims the floor, the Clerk will proceed with the reading of the bill.

Mr. CLAUSEN. Then he is endeavoring to restrict the liberty of the individual in the disbursement of his own money. [Applause on the Republican side.]

Mr. KENNEDY. Mr. Speaker, I desire to ask unanimous consent that the time of the gentleman—— [Cries of "Regular order!"]

Mr. McCORMACK was recognized and said: I will yield 3 additional minutes to the gentleman from Ohio.

> Lay on, Macduff;
> And damn'd be him that first cries,
> "Hold, enough!"

[Laughter.]

The SPEAKER. Is there objection to the consideration of this bill at this time? [After a pause.] There is no objection.

The CHAIRMAN [rapping with his gavel]. Debate is exhausted.

Mr. JONES of Oklahoma [reading]:

Mr. JONES of Oklahoma. Yes. [Reading:]

> When in the course of human events, etc.

[Mr. REED of New York addressed the House. His remarks will appear hereafter in the Extensions of Remarks.]

[Or the following, which this Office is authorized to insert, observing that 2 points of space are used on each side of "withhold" lines:]

[Mr. RANDOLPH addressed the Senate. His remarks will appear hereafter in the Extensions of Remarks.]

[Mr. DERWINSKI addressed the Committee [or House]. His remarks will appear hereafter in the Extensions of Remarks.]

[Names of Senators or Representatives appearing in remarks of other Members of Congress must be enclosed in brackets, except in listing of tellers or when some other title than "Mr." is used, as in the following examples:]

Mrs. SMITH of Nebraska. The gentleman from Washington [Mr. Foley] stated that he would support the measure.

Mr. CLAY. The gentleman from Maryland, Dr. Long, stated that he would support the measure.

In Senate copy a Senator is referred to as "the Senator from —— [Mr. ——]." Do not supply name and brackets if name does not appear in copy.

Whenever in House copy Members are referred to as "Mr. Winn of Kansas," etc., copy shall be changed to read "the gentleman from Kansas [Mr. Winn]."

Note that brackets are used only when *Mr.* appears in copy.

See also use of *Mr.* in explanation of votes under "Pairs," p. ——.

When Members are referred to as "Representative Hoyer," "Philip M. Crane," "Congressman Pickle," etc., change copy to read "the gentleman from Maryland, Representative Hoyer," "the gentleman from Illinois, Philip M. Crane," "the gentleman from Texas, Congressman Pickle." *The gentleman from,* with the name of State, must be supplied when not in copy.

VOTING IN THE HOUSE AND IN COMMITTEE OF THE WHOLE

Note that a dash is used only when a comma is necessary to separate the ayes and noes. If only the ayes or the noes are given, no punctuation is to be used. If the word *and* is used to connect the ayes and noes, as *ayes 52 and noes 65*, or *52 ayes and 65 noes*, the dash is omitted after the word *were* or *being.*

On the question of ordering the yeas and nays there were 18 ayes and 88 noes.

The House divided; and there were—ayes 52, noes 65.

So (no further count being called for) the amendment of Mr. Smith of Virginia was not agreed to.

So (two-thirds having voted in favor thereof) the rules were suspended, and the bill was passed.

So (two-thirds not having voted in favor thereof) the motion was rejected.

The CHAIRMAN. The gentleman raises the point of no quorum. The Chair will count. [After counting.] Two hundred and seventeen present, a quorum. The noes have it, and the amendment is rejected.

The question being taken on the motion of Mr. Bush to suspend the rules and pass the bill, it was agreed to (two-thirds voting in favor thereof).

So (the affirmative not being one-fifth of the whole vote) the yeas and nays were not ordered.

The question was taken by a viva voce vote, and the Speaker announced that two-thirds appeared to have voted in the affirmative and [after a pause] that the bill was passed.

So (two-thirds voting in favor thereof) the motion to suspend the rules was agreed to, and the bill was passed.

Two-thirds voting in favor thereof, the rules were suspended, and the bill was passed.

The question was taken; and (two-thirds having voted in favor thereof) the rules were suspended and the bill, as amended, was passed.

The question was taken; and (two-thirds having voted in favor thereof) the rules were suspended and the bill was passed.

The yeas and nays were ordered, there being 43 in the affirmative, more than one-fifth of the last vote.

The question being taken on Mr. Kennedy's motion, there were—ayes 18, noes 35.

The question being taken on concurring in the amendments of the Senate, there were—ayes 101, noes 5.

The question was taken; and on a division [demanded by Mr. Frenzel] there were—ayes 17, noes 29.

Mr. FRENZEL. Mr. Chairman, I demand a recorded vote, and pending that, I make the point of order that a quorum is not present.

The CHAIRMAN. Evidently a quorum is not present.

The Chair announces that pursuant to clause 2, rule XXIII, he will vacate proceedings under the call when a quorum of the Committee appears.

Members will record their presence by electronic device.

The call was taken by electronic device.

□ 1700

[The above box followed by a four-digit number indicates floor time in the House.]

QUORUM CALL VACATED

The CHAIRMAN. One hundred Members have appeared. A quorum of the Committee of the Whole is present. Pursuant to rule XXIII, clause 2, further proceedings under the call shall be considered as vacated.

The Committee will resume its business.

The pending business is the demand of the gentleman from Minnesota [Mr. Frenzel] for a recorded vote.

A recorded vote was refused.

So the amendment to the amendment offered as a substitute for the amendment was rejected.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Oklahoma [Mr. English] as a substitute for the amendment offered by the gentleman from South Dakota [Mr. Daschle].

The question was taken; and the Chairman announced that the noes appeared to have it.

RECORDED VOTE

Mr. ENGLISH. Mr. Chairman, I demand a recorded vote.

A recorded vote was ordered.

The vote was taken by electronic device, and there were—ayes 223, noes 162, answered "present" 1, not voting 47, as follows:

[Roll No. 275]

AYES—223

Addabbo
Akaka
Albosta
Anderson
Andrews
Dowdy
Duncan
Dwyer
Dyson
Eckart
Howard
Hoyer
Hubbard
Huckaby
Hunter

NOES—162

Alexander
Annunzio
Archer
Atkinson
Beard
Fish
Foley
Forsythe
Fountain
Frank
Miller (CA)
Mineta
Moakley
Molinari
Mollohan

ANSWERED "PRESENT"—1

Brown (OH)

NOT VOTING—47

Ashbrook
Bafalis
Barnard
Clay
Collins (TX)
Corcoran
Garcia
Gilman
Gingrich

[The Speaker's vote is recorded only in the "Ayes" or "Noes." It is never recorded as "not voting."]

So the amendment offered as a substitute for the amendment was agreed to.

The result of the vote was announced as above recorded.

Senate

QUORUM CALL

The clerk will call the roll.

The assistant legislative clerk proceeded to call the roll, and the following Senators entered the Chamber and answered to their names:

[Quorum No. 42]

Baker
Biden
Bradley
Brady
Bumpers
Byrd,
Harry F., Jr.
Cannon
Cochran
Dodd
Dole
Domenici
East
Garn
Gorton
Grassley
Hart
Helms
Kassebaum
Kasten
Long
Lugar
Packwood
Stennis
Thurmond
Tower
Warner

The PRESIDING OFFICER. A quorum is not present.

Mr. BAKER. Mr. President, I move that the Sergeant at Arms be instructed to require the attendance of absent Senators, and I ask for the yeas and nays on the motion.

The PRESIDING OFFICER. Is there a sufficient second? There is a sufficient second.

The yeas and nays were ordered.

The PRESIDING OFFICER. The question is on agreeing to the motion of the Senator from Tennessee. On this question the yeas and nays have been ordered, and the clerk will call the roll.

The assistant legislative clerk called the roll.

Mr. STEVENS. I announce that the Senator from New York [Mr. D'Amato] is necessarily absent.

Mr. CRANSTON. I announce that the Senator from Florida [Mr. Chiles], the Senator from Massachusetts [Mr. Kennedy], the Senator from Montana [Mr. Melcher], and the Senator from West Virginia [Mr. Randolph] are necessarily absent.

The PRESIDING OFFICER [Mr. Andrews]. Are there any other Senators in the Chamber who desire to vote?

The result was announced—yeas 90, nays 5, as follows:

[Rollcall Vote No. 229 Leg.]

YEAS—90

Abdnor
Andrews
Armstrong
Baker
Baucus
Exon
Ford
Garn
Glenn
Gorton
Metzenbaum
Mitchell
Moynihan
Murkowski
Nickles

NAYS—5

Goldwater
Johnston
Proxmire
Quayle
Weicker

NOT VOTING—5

Chiles
D'Amato
Kennedy
Melcher
Randolph

So the motion was agreed to.

The PRESIDING OFFICER. Are there any other Senators in the Chamber wishing to vote?

The result was announced—yeas 97, nays 0, as follows:

[Rollcall Vote No. 87 Ex.]

YEAS—97

Abdnor
Andrews
Armstrong
Baker
Baucus
Bentsen
Biden
Goldwater
Gorton
Grassley
Hart
Hatch
Hatfield
Hawkins
Moynihan
Murkowski
Nickles
Nunn
Packwood
Percy
Pressler

NAYS—0

NOT VOTING—3

DeConcini
Hollings
Pell

So the nomination was confirmed.

The PRESIDING OFFICER. Are there any other Senators in the Chamber wishing to vote?

The yeas and nays resulted—yeas 94, nays 4, as follows:

[Rollcall Vote No. 159—Ex. W—96-1.
160—Ex. A—96-2,
161—Ex. P—96-2, and
162—Treaty Doc. No. 97-5]

YEAS—94

Abdnor
Andrews
Armstrong
Baker
Baucus
Goldwater
Gorton
Grassley
Hart
Hatch
Murkowski
Nickles
Nunn
Packwood
Pell

NAYS—4

East
Helms
Humphrey
Symms

NOT VOTING—2

Glenn
Hollings

The PRESIDING OFFICER. Two-thirds of the Senators present and voting having voted in the affirmative, the resolution of ratification are agreed to.

House

Mr. HOWARD. Mr. Speaker, on that I demand the yeas and nays.

The yeas and nays were ordered.

The vote was taken by electronic device, and there were—yeas 288, nays 123, not voting 22, as follows:

[Roll No. 267]

YEAS—288

Addabbo
Akaka
Albosta
Alexander
Anderson
Andrews
Brodhead
Brooks
Broomfield
Brown (CA)
Brown (OH)
Burgener
Dellums
DeNardis
Dicks
Dingell
Dixon
Donnelly

NAYS—123

Archer
Bafalis
Bailey (MO)
Bethune
Bliley
Gramm
Grisham
Hall, Ralph
Hall, Sam
Hamilton
Martin (IL)
Martin (NC)
Martin (NY)
McCollum
McDonald

NOT VOTING—22

Ashbrook
Aspin
Beard
Lundine
Madigan
McCloskey
Rangel
Rudd
Skelton

[If the Speaker votes, his name is not used, but at the end of the "yeas" or "nays," according to his vote, insert: "The Speaker."]

PAIRS

[The word *with* must always be used in pairs in the House, not *and*; and copy must be altered to conform thereto, as Mr. Smith with Mr. Jones—*not* Mr. Smith and Mr. Jones. Note use of lowercase for names in list of pairs in House.]

The Clerk announced the following pairs:

On this vote:

Mr. Hefner for, with Mr. Richmond against.

Until further notice:

Mr. Biaggi with Mr. Jeffords.

Mr. Florio with Mr. Horton.

Mr. Mitchell of Maryland with Mr. Kemp.

Mr. Rangel with Mr. Simon.

Mr. Fascell with Mr. Minish.

Mr. Volkmer with Mr. Harkin.

Mr. Andrews with Mr. Savage.

Messrs. EMERSON, EVANS of Georgia, and MARLENEE changed their votes from "nay" to "yea."

So the bill was passed.

The result of the vote was announced as above recorded.

A motion to reconsider was laid on the table.

Mr. CRAIG. Mr. Speaker, I voted, but, being paired with the gentleman from Pennsylvania, Mr. SCOTT, I withdraw my vote.

Mr. WRIGHT. Mr. Speaker, I have a pair with the gentleman from Missouri, Mr. TAYLOR, who, if present, would have voted "yea." I voted "nay." I withdraw my vote and vote "present."

[In House pairs do not use parentheses when Members are referred to by name. In Senate pairs observe following use of parentheses:]

Mr. CANNON (when his name was called). I am paired on this question with the senior Senator from Massachusetts [Mr. KENNEDY]. If he were here, I should vote "yea."

CALL OF THE HOUSE

Mr. MURTHA. Mr. Speaker, I move a call of the House.

A call of the House was ordered.

The call was taken by electronic device and the following Members responded to their names:

[Roll No. 281]

Addabbo
Akaka
Albosta
Alexander
Anderson
Annunzio
Applegate
Ashbrook
Conte
Courter
Coyne, James
Coyne, William
Craig
Crane, Daniel
Crane, Philip
Crockett
Flippo
Foglietta
Foley
Ford (MI)
Ford (TN)
Forsythe
Fountain
Fowler

[No reference will be made of the names of those not voting.]

□ 1840

The CHAIRMAN. Three hundred ninety-three Members have answered to their names, a quorum is present, and the Committee will resume its business.

FORMS OF TITLES

[Always in roman lowercase, flush and hang 1 em, if more than two lines.]

H.J. Res. 2

Joint resolution authorizing the Secretary of the Treasury to issue 2 per centum bonds or certificates in exchange for bonds bearing a higher rate of interest

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of the Treasury be, and he is hereby, etc.

H.R. 4487

A bill to authorize the Rock Island and Southwestern Railway Company to construct a bridge over the Mississippi River at New Boston, State of Illinois

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That it shall be lawful for the Rock Island and Southwestern Railway Company, a corporation organized under the general incorporations, etc.

H.J. Res. —

Joint resolution proposing an amendment to the Constitution providing for the election of certain United States officers by the people

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled (two-thirds of each House concurring therein), That the following amendment to the Constitution of the United States be proposed to, etc.

Memorial of the Settlers of Southern Colorado

To the Senate and House of Representatives of the United States in Congress Assembled:

The undersigned Executive Committee of the Settlers of Southern Colorado, living on what is called the Las Animas grant, would respectfully represent, etc.

ADDRESSES AND SIGNATURES

[No line spacing, street addresses, or ZIP Code numbers are to be used in communications in the Record]

The Honorable the Secretary of the
□□Navy.
□Dear Mr. Secretary: This is in response to your letter, etc.
□□□Very sincerely yours,
Ronald Reagan.□

Columbia, MO,□□□
January 17, 1981.□
Hon. Morgan M. Moulder,
Cannon House Office Building,
Washington, DC:
□The President's farm message of today

* * * * *

farmers and prevent the spread of this depression to every part of our country.
Missouri Farmers
Association,
F.V. Heinkel,
President.

January 20, 1966.□
Hon. John B. Connally, Jr.,
The Secretary of the Treasury, Depart-
□□*ment of the Treasury, Washington,*
□□*DC.*
□Dear Mr. Secretary: Mindful of the tremendous workload, etc.

I would appreciate your comment on the foregoing proposal.

Your proposal seems to be in the best interest of all concerned.

□□□Sincerely yours,
Herbert Zelenko,□□□
Member of Congress.□

Alexandria, MN,□□□
November 17, 1971.□
Hon. Walter Mondale,
Senate Office Building,
Washington, DC:
□We oppose the nomination of Earl Butz for Secretary of Agriculture because he resists family farms.
Raymond Wagner.□
□Brandon, MN.

January 17, 1972.□
Re resignation from committee.
Hon. Carl Albert,
The Speaker, U.S. House of Representa-
□□*tives, U.S. Capitol, Washington, DC.*
□Dear Mr. Speaker: Having changed my politics from Republican to Democratic, etc.
□With my best wishes.
□□□Sincerely,
Vincent J. Dellay.□

U.S. Senate,□□□□□
President pro tempore,□□□
Washington, DC, March 17, 1972.□
To the Senate:
□Being temporarily absent from the Senate, I appoint Hon. Mike Mansfield, a Senator from the State of Montana, to

perform the duties of the Chair during my absence.

Allen J. Ellender,□□□
President pro tempore.□

March 28, 1972.□

□I hereby designate the Honorable Charles A. Vanik to act as Speaker pro tempore today.

Carl Albert,□□□□□
Speaker of the House of□□□
Representatives.□

□□The International Union of□□□
□□□United Brewery, Flour, Ce-□□□
□□□real, Soft Drinks & Distill-□□□
□□□ery Workers of America,
Cincinnati, OH, March 25, 1966.□

To the Senate of the United States.
To the U.S. House of Representatives.

□Honorable Sirs: April 7, 1966, being the 25th anniversary of the modification, etc.

[Two to eight independent signatures, with or without titles, are aligned on the left.]

To the Honorable Senate and House of
□□*Representatives of the United States*
□□*of America Now Assembled at Wash-*
□□*ington, DC:*

□The undersigned, officers of the Navy of the United States, respectfully show unto your honorable bodies, etc.

James G. Green.
W.H. Southerland.
F.F. Fletcher.
C.C. Wilson.

□Respectfully submitted,

Karl F. Feller,
International President.

Thomas Rusch,
Director of Organization.

Arthur Gildea,
Secretary-Treasurer.□

Joseph E. Brady,
Director of Legislation.

[More than eight signatures, with or without titles, are set full measure, caps and lowercase, run in, indented 2 and 3 ems, as follows:]

□□Gene H. Rosenblum, Cochairman;
□□□Paul H. Ray, Cochairman; Cynthia
□□□Asplund, James Pedersen, George
Doty; Thomas St. Martin; Joan O'Neill; Lloyd Moosebrugger; Sam Kaplan; Ronald Nemer; Dean Potter; Philip Archer; Thomas McDonough; Mrs. Lloyd Moosebrugger, Minnesota Young Democratic Civil Rights Committee.

John Smith,□□□□□
Lieutenant Governor□□□
(For the Governor of Maine).□

Texarkana Textile
Merchants &
Manufacturers'
Association,

John L. Jones,
Secretary.

V.J. Adduci,□□□□□
Colonel, U.S. Air Force□□□
□□(For and in the absence of Joe W.
□□□Kelly, Major General, U.S. Air
□□□Force).

CREDITS

[From the Sacramento (CA) Bee, July 22, 1983]

The Kissinger Smoke Screen

(By C. K. McClatchy)

The Reagan administration has embarked on a dangerously aggressive, confrontational policy in Latin America that should be sending shock waves of anger and fear through the American public. Thus far, however, the opposition has been muted by a combination of the administration's anti-Communist rhetoric and public relations molasses.

[From the Wall Street Journal, Aug. 1, 1983]

The Sky Hasn't Fallen

Backers of the proposal to increase the U.S. contribution to the International Monetary Fund by $8.4 billion staved off several attacks in the House Friday, but the bill still faces an uncertain future. It has been languishing in the House for nearly three months, and the 40 or so amendments still awaiting it testify to the difficulty of putting together a winning coalition.

POETRY

If poetry is quoted, each stanza should start with quotation marks, but only the last stanza should end with them. The lines of the poem should range on the left, those that rhyme taking the same indention, and the quotation marks should be cleared. Poems are flush left; overs 3 ems; 2 points of space between stanzas, and 2 points of space above and below.

Eisd, O Eisd!
(Listen, O Listen!)

Oft in the still of a moment's dream,
  A fleeting glimpse I see
Of a giant of a man from a foreign land,
  And he stares back at me.

And I shake my head to clear my eye,
  And I try my pulse to slow.
But his steady glance and lordly stance
  Bring me an inner glow.

His clothes are strange—worn loose and free;
  His features warm and clean;
A dagger thrust close by his knee,
  And his plaid MacArthur green.

Son of Arthur? Is this then he
  Whose name I bear so long?
Is this the man from that phantom clan,
  Heard in a piper's song?

Can kith and kin all count his flesh
  As if it were their own?
Can that sure smile fail to beguile
  Pretenders to his throne?

What is this call I feel to go,
  That stirs my restless feet?
Has the cross of fire instilled desire
  To march, to join, to meet?

As pipes and drums echo command—
  Grandfather Mountain's call—
A ghostly hand from a distant land
  Beckons to us all!

EXTRACTS

[Note.—Extracts must begin with a true paragraph. Following extracts, 8-point text must start as a paragraph.]

[Extracts must be set in 7 point unless ordered otherwise by the Joint Committee on Printing and the operator will be expected to set them so, whether marked or not, if the copy clearly indicates that they are extracts. This does not refer to a casual quotation of a few words or a quotation that would not make more than one line of 7 point. The beginning of the 7-point extract must start with a true paragraph; 8 point is always a paragraph.]

Mr. BENNETT. Let us see what that is:

The stipulations of this treaty are to be a full settlement of all claims of said Creek Nation for damages and losses of every kind growing out of the late rebellion—

I do not think he means that—

and all expenditures by the United States of annuities in clothing and feeding refugee and destitute Indians since the diversion of annuities for that purpose consequent upon the late war with the so-called Confederate States; and the Creeks hereby ratify and confirm—

What?—

all such diversions of annuities heretofore made from the funds of the Creek Nation by the United States; and the United States agree that no annuities—

And so forth. I believe that shows clearly the purpose of the treaty.

[Note, as above, that following an excerpt, the 8 point must begin with a paragraph.]

[An address of the President delivered outside of Congress or referred to as an extract will be set in 7 point.]

SCHEME OF TEXT HEADINGS

[For spacing of headings, see under "General rules," p. 275]

	8 point
Single head	8-point caps.
With 1 class of subhead	8-point caps. 7-point small caps.
	7 point
Single head	7-point caps and small caps.
With 1 class of subhead	7-point caps and small caps. 7-point small caps.
With 2 classes of subheads	7-point caps and small caps. 7-point small caps. 7-point italic lowercase.
With 3 or 4 classes of subheads	7-point caps and small caps. 7-point small caps. 7-point italic lowercase. 7-point roman caps and lowercase. 7-point roman lowercase.

USE OF DOUBLE HEADS

This is something which has been entirely overlooked by the * * *.

ANALYSIS OF SPECIFIC PROVISIONS OF THE COMMITTEE BILL

AMENDMENTS CHANGING THE INTERSTATE COMMERCE PROVISIONS OF THE ACT

As the law stands today, it applies only to an employee who * * *.

EXECUTIVE PROGRAM

ESTATE TAX CONVENTION WITH CANADA

ADDITIONAL COSPONSORS OF BILLS AND JOINT RESOLUTIONS

S. 659

AMENDMENTS SUBMITTED

RECIPROCAL TRADE AGREEMENTS

SPECTER AMENDMENT NO. 1194

HEADS USED IN EXTENSIONS OF REMARKS

DEPARTMENT OF DEFENSE AUTHORIZATION ACT, 1983

SPEECH OF

HON. JOHN CONYERS, JR.

OF MICHIGAN

IN THE HOUSE OF REPRESENTATIVES

Thursday, July 22, 1982

The House in Committee of the Whole House on the State of the Union had under consideration the bill (H.R. 6030) to authorize appropriations for fiscal year 1983 for the Armed Forces * * *

[The words "Speech of" are to be used only when on copy and is an indication that that particular Extension of Remarks is to be inserted in the proceedings of the bound Record of the date used in the heading.]

MISSING CHILDREN

HON. ORRIN G. HATCH

OF UTAH

IN THE SENATE OF THE UNITED STATES

Monday, January 3, 1983

● Mr. HATCH. Mr. President, I rise before this distinguished assembly to focus additional attention on the tragedy of missing children. The Department of Health and Human Services has estimated that approximately 1.3 million children disappear each year. A significant number do not leave of their own accord.* * *

CONGRESSIONAL PROCEEDINGS

SENATE

MONDAY, AUGUST 2, 1982

(Legislative day of Monday, July 12, 1982)[1]

The Senate met at 10 a.m., on the expiration of the recess, and * * *.

[Above line to be used only when Senate is in recess.]

The Senate met at 12 noon, and was called to order by the President pro tempore [Mr. THURMOND].

[Note.—Entire prayer set in 8 point.]

PRAYER

The Chaplain, the Reverend Richard C. Halverson, LL.D., D.D., offered the following prayer:

Let us pray:

Lord, Thou hast been our dwelling place in all generations. Before the mountains were brought forth, or ever Thou hadst formed the earth and the world, from everlasting to everlasting Thou art God.—Psalm 90: 1-2 RSV.

Almighty God, eternal Father, make Thy presence felt in this place today. Grant that all who do business here may experience a fresh touch from Thee. As the Senators enter into this very full week, help them to have a perspective which sees the parts in light of the whole. Free them from the tyranny of urgency which makes it impossible to see the forest for the trees. Help them not to allow the transitory to obliterate the transcendent. Give them vision which sees the temporary in light of the permanent, the temporal in light of the eternal.

Guide them to decisions which will honor Thee and bless the people. In Jesus' name. Amen.

APPOINTMENT OF ACTING PRESIDENT PRO TEMPORE

The PRESIDING OFFICER. The clerk will please read a communication to the Senate from the President pro tempore [Mr. THURMOND].

The assistant legislative clerk read the following letter:

U.S. SENATE,
PRESIDENT PRO TEMPORE,
Washington, DC, April 15, 1982.

To the Senate:

Under the provisions of rule I, section 3, of the Standing Rules of the Senate, I hereby appoint the Honorable S.I. HAYAKAWA, a Senator from the State of California, to perform the duties of the Chair.

STROM THURMOND,
President pro tempore.

Mr. HAYAKAWA thereupon assumed the chair as Acting President pro tempore.

RECOGNITION OF THE MAJORITY LEADER

The ACTING PRESIDENT pro tempore. The majority leader is recognized.

THE JOURNAL

Mr. BAKER. Mr. President, I ask unanimous consent that the Journal of the proceedings of the Senate be approved to date.

The ACTING PRESIDENT pro tempore. Without objection, it is so ordered.

JOINT SESSION OF THE TWO HOUSES—MESSAGE OF THE PRESIDENT OF THE UNITED STATES (H. DOC. NO. 98-1)

The PRESIDENT pro tempore. Under the previous order, the Senate will now proceed to the Hall of the House of Representatives.

Thereupon, at 8:38 p.m., the Senate, preceded by the Sergeant at Arms, Howard Liebengood; the Assistant Secretary of the Senate, Marilyn E. Courtot; and the President pro tempore (Mr. THURMOND), proceeded to the Hall of the House of Representatives to hear the address by the President of the United States, Ronald Reagan.

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[1] To be used only when the Senate is in recess.

(The address by the President of the United States, this day delivered by him to the joint session of the two Houses of Congress, appears in the proceedings of the House of Representatives in today's RECORD.)

ORDER FOR ROUTINE MORNING BUSINESS

Mr. STEVENS. Mr. President, I ask unanimous consent that following the time for the two leaders under the standing order and the special order for Senator **SPECTER**, there be a period for the transaction of routine morning business, not to exceed 30 minutes, in which Senators may make speeches for not to exceed 3 minutes each.

The PRESIDING OFFICER [Mr. CHAFEE]. Without objection, it is so ordered.

MESSAGES FROM THE PRESIDENT

Messages from the President of the United States were communicated to the Senate by Mr. Saunders, one of his secretaries.

EXECUTIVE MESSAGES REFERRED

As in executive session, the Acting President pro tempore laid before the Senate messages from the President of the United States submitting a sundry nomination which was referred to the Committee on Armed Services.

(The nomination received today is printed at the end of the Senate proceedings.)

BUDGET OF THE DISTRICT OF COLUMBIA—MESSAGE FROM THE PRESIDENT—PM 126

The PRESIDING OFFICER laid before the Senate the following message from the President of the United States, together with an accompanying document; which was referred to the Committee on Governmental Affairs:

To the Congress of the United States:

In accordance with the District of Columbia Self-Government and Governmental Reorganization Act, I am transmitting the 1983 Budget of the District of Columbia.

I am informed that the proposals for Federal payments to the District of Columbia reflected in this document are consistent with those shown in the 1983 Budget of the United States submitted to the Congress on February 8, 1982.

RONALD REAGAN.☐

☐THE WHITE HOUSE, *April 15, 1982.*

EXECUTIVE AND OTHER COMMUNICATIONS

The following communications were laid before the Senate, together with accompanying papers, reports, and documents, which were referred as indicated:

EC-3155. A communication from the Secretary of Health and Human Services transmitting a draft of proposed legislation to incorporate the supplemental food programs into the maternal and child health block grant; to the Committee on Agriculture, Nutrition, and Forestry.

PRESIDENTIAL APPROVALS

A message from the President of the United States reported that he had approved and signed the following acts and joint resolution:

On July 19, 1982:

S. 2651. An act to extend the expiration date of section 252 of the Energy Policy and Conservation Act.

ENROLLED BILLS AND JOINT RESOLUTION SIGNED

The message further announced that the Speaker pro tempore of the House had affixed his signature to the following enrolled bills and joint resolution, and they were signed by the Acting President pro tempore:

S. 171. An act for the relief of Arthur A. Schipke;

S. 518. An act for the relief of Robert T. Groom, Daisy Groom, and Margaret Groom Turpin; and

HOUSE BILLS AND JOINT RESOLUTIONS REFERRED OR PLACED ON THE CALENDAR

The following bills and joint resolutions were severally read twice by their titles and referred, or ordered to be placed on the calendar, as indicated:

H.R. 1408. An act to amend section 301 (a)(1) of the Agricultural Adjustment Act of 1938, as amended, and the first sentence of paragraph (1) of section 2 of the Agricultural Adjustment Act of 1933, as amended, and as reenacted and amended by the Agricultural Marketing Agreement Act of 1937, approved June 3, 1937, as amended, so as to include the cost of all farm labor in determining the parity price of agricultural commodities; to the calendar; and

H.R. 777. An act to amend an act entitled "An act to regulate the hours of employment and safeguard the health of females employed in the District of Columbia," approved February 24, 1914.

MESSAGES FROM THE HOUSE

At 2:11 p.m., a message from the House of Representatives was delivered by Mr. Berry, one of its reading clerks, announced that the Speaker had signed the following enrolled bills and joint resolution:

S. 272. An act to improve small business access to Federal procurement information.

H.J. Res. 338. Joint resolution to correct Public Law 98-63 due to an error in the enrollment of H.R. 3069.

The bills and joint resolution were subsequently signed by the President pro tempore (Mr Thurmond).

At 3:18 p.m., a message from the House of Representatives was delivered by Ms. Goetz, one of its reading clerks, announced that the House agrees to the amendments of the Senate to the bill (H.R. 2355).

PETITIONS AND MEMORIALS

The following petitions and memorials were laid before the Senate and were referred or ordered to lie on the table as indicated:

POM-724. A resolution adopted by the Legislature of the State of Arizona; to the Committee on Banking, Housing, and Urban Affairs.

"House Concurrent Memorial 2002

"Whereas article I, section 8, Constitution of the United States, provides that only the Congress of the United States shall have the power 'to borrow money on the credit of the United States;' and

"Whereas, article I, section 8, Constitution of the United States, directs that only the Congress of the United States is permitted 'to coin money and regulate the value thereof;' and

"Whereas, the Federal Reserve Act of 1913 transferred the power to borrow money on the credit of the United States to a consortium of private bankers in violation of the prohibitions of article I, section 8, Constitution of the United States; and

"Whereas, the Congress of the United States is without authority to delegate any powers which it has received under the Constitution of the United States established by the people of the United States; and

"Whereas, article I, section 1, Constitution of the United States, provides that 'all legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives'; and

"Whereas, the Federal Reserve Act of 1913 was imposed upon the People of the State of Arizona in violation of the provisions of article I, section 1, Constitution of the United States."

REPORTS OF COMMITTEES

The following reports of committees were submitted:

By Mr. PACKWOOD, from the Committee on Commerce, Science, and Transportation, with an amendment in the nature of a substitute and an amendment to the title:

S. 2172. A bill to amend the Communications Act of 1934 (Rept. No. 97-518).

EXECUTIVE REPORTS OF COMMITTEES

The following executive reports of committees were submitted:

By Mr. GARN, from the Committee on Banking, Housing, and Urban Affairs:

Ralph D. DeNunzio, of Connecticut, to be a Director of the Securities Investor Protection Corporation for a term expiring December 31, 1982;

David F. Goldberg, of Illinois, to be a Director of the Securities Investor Protection Corporation for a term expiring December 31, 1984; and

Roger A. Yurchuck, of Ohio, to be a Director of the Securities Investor Protection Corporation for a term expiring December 31, 1984.

INTRODUCTION OF BILLS AND JOINT RESOLUTIONS

The following bills and joint resolutions were introduced, read the first and second time by unanimous consent, and referred as indicated:

By Mr. HUMPHREY (for himself, Mr. RUDMAN, Mr. STAFFORD, Mr. WEICKER, Mr. TSONGAS, Mr. KENNEDY, Mr. DODD, and Mr. LEAHY):

S. 2835. A bill to grant the consent and approval of the Congress to an interstate agreement or compact relating to the restoration of Atlantic salmon in the Connecticut River Basin, and to allow the Secretary of Commerce and the Secretary of the Interior to participate as members in a Connecticut River Atlantic Salmon Commission; to the Committee on the Judiciary.

SUBMISSION OF CONCURRENT AND SENATE RESOLUTIONS

The following concurrent resolutions and Senate resolutions were read, and referred (or acted upon), as indicated:

By Mr. MATTINGLY (for himself, Mr. KENNEDY, Mr. HUMPHREY, and Mr. CHAFEE):

S. Con. Res. 62. A concurrent resolution to direct the Commissioner of Social Security and the Secretary of Health and Human Services to develop a plan outlining the steps which might be taken to correct the social security benefit disparity known as the notch problem; to the Committee on Finance.

By Mr. D'AMATO:

S. Res. 446. Resolution to honor Michael R. Masone; to the Committee on the Judiciary.

STATEMENTS ON INTRODUCED BILLS AND JOINT RESOLUTIONS

By Mr. QUAYLE:

S. 1778. A bill to provide for a block grant to States for health planning activities, and for other purposes; to the Committee on Labor and Human Resources.

HEALTH PLANNING BLOCK GRANT ACT OF 1983

● Mr. QUAYLE. Mr. President, I introduce S. 1778, a bill to establish a block grant to the States to support health planning.

The latest authorization for the Federal health planning program expired at the conclusion of the last fiscal year. The program has been funded under a continuing resolution despite the fact that it has not been reauthorized. Health planning has been useful in many States in containing health care costs and assuring equitable access to health services. It is important that the Federal Government continue to encourage health planning on the State and local levels but the current health planning law should be replaced.●

AMENDMENTS SUBMITTED

DEPARTMENT OF THE INTERIOR APPROPRIATIONS, 1984

McCLURE AMENDMENT NO. 2110

Mr. McCLURE proposed an amendment to the bill (H.R. 3363) making appropriations for the Department of the Interior and related agencies for the fiscal year ending September 30, 1984, and for other purposes, as follows:

On page 81, line 14, before the period insert the following:

"Provided, That all of the restrictions and limitations set forth in 16 U.S.C. 839(j)(1), shall apply to any contracts or obligations entered into by the Administrator pursuant to this provision"

EXON AMENDMENT NO. 2111

Mr. EXON proposed an amendment to the bill, H.R. 3363, supra, as follows:

At the appropriate place in the bill insert the following:

That notwithstanding any other provision of law, the Secretary of the Interior (hereinafter in this Act referred to as • • •.

ADDITIONAL STATEMENTS

NATIONAL PARALYZED VETERANS RECOGNITION DAY

● Mr. STAFFORD. Mr. President, I am pleased today to call attention here to the fact that this is National Paralyzed Veterans Recognition Day. Legislation to establish this observance was signed by the President on August 1 (Public Law 98-62). In the Senate, the legislation was designated Senate Joint Resolution 106 and authored by the distinguished chairman of the Veterans' Affairs Committee, Senator Simpson. I am proud to have been a cosponsor.●

CONCLUSION OF MORNING BUSINESS

The PRESIDING OFFICER. Is there further morning business?

If not, morning business is closed.

BLANCHE H. KARSCH, ADMINISTRATRIX OF THE ESTATE OF KATE E. HAMILTON—VETO MESSAGE (S. DOC. NO. 108)

The VICE PRESIDENT laid before the Senate the following veto message from the President of the United States, which was read, and with the accompanying bill, referred to the Committee on the Judiciary and ordered to be printed:

To the Senate:

I return herewith, without my approval, S. 514, entitled "An act for the relief of Blanche H. Karsch, administratrix of the estate of Kate E. Hamilton."

I know of no circumstances which would justify the exception made by S. 514 to the long-continued policy of Congress, and do not believe that the field of special legislation should be opened * * *

Harry S. Truman.□

The White House, *March 17, 1952.*

[The above to be 8 point "FIC & punc."]

[When communications from the President contain extracts, etc., such extracts must be in 7 point.]

REPORT ON CLASSIFIED INFORMATION (S. DOC. NO. 107)

Mr. LODGE. Mr. President, the Committee on Armed Services of the Senate has recently requested the Office of Public Relations of the Department of the Navy to submit to it a report on classified information. The Department of the Navy has complied with the request, and I now present the report and ask that it be published as a Senate document.

The VICE PRESIDENT. Without objection, the report will be printed as a document as requested by the Senator from Massachusetts.

PAWNEE INDIANS v. THE UNITED STATES (S. DOC. NO. 311)

The VICE PRESIDENT laid before the Senate a communication from the Assistant Clerk of the Court of Claims, transmitting a certified copy of the findings of fact and conclusion filed by the court in the cause of The Pawnee Tribe of Indians against The United States, which was referred to the Committee on Finance and ordered to be printed.

[Note the insertion of (*S. Doc. No.* —) in cases where papers are ordered to be printed as a document. To be inserted only when *ordered to be printed* or its equivalent is in copy.]

Third reading and passage of a bill

MISSOURI RIVER BRIDGE NEAR ST. CHARLES, MO

The bill (S. 4174) to extend the times for commencing and completing the construction of a bridge across the Missouri River at or near St. Charles, MO, was considered, ordered to be engrossed for a third reading, read the third time, and passed, as follows:

S. 4174

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the times for commencing and completing the construction of the bridge across the Missouri River, etc.

Amendment, third reading, and passage of a bill

GOVERNMENT OF THE TERRITORY OF HAWAII

The Senate proceeded to consider the bill (S. 1881) to amend an act entitled "An act to provide a government for the Territory of Hawaii," approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, and for other purposes, which had been reported from the Committee on Interior and Insular Affairs with amendments.

The first amendment was, on page 4, line 22, to strike out "Keaaupaha" and insert "Keaaukaha".

The amendment was agreed to.

The next amendment was, on page 6, line 19, after the figure "(1)", to insert "by further authorization of Congress and", so as to make the paragraph read:

> (1) by further authorization of Congress and for a period of five years after the first meeting of the Hawaiian Homes Commission only those lands situated on the island of Molokai, etc.

The amendment was agreed to.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

Forms of amendments

The joint resolution (S.J. Res. 4) requesting the President to negotiate a treaty or treaties for the protection of salmon in certain parts of the Pacific Ocean was announced as next in order.

Mr. McFARLAND. Mr. President I have just had an opportunity to examine this joint resolution. I offer this amendment.

The PRESIDING OFFICER. The Secretary will state the amendment offered by the Senator from Arizona.

The READING CLERK. On page 1, line 11, it is proposed to strike out the words "both within and", so as to make the joint resolution read:

> *Resolved by the Senate and House of Representatives of the United States of America in Congress assembled,* That the President of the United States be, and he is hereby, requested to negotiate on behalf of the United States, as promptly as is practicable, etc.

Mr. BRIDGES. Mr. President, I observe in the report of the bill by the chairman of the Foreign Relations Committee that it is reported as a Senate joint resolution. I ask for a modification of it so that it will be a Senate resolution instead of a Senate joint resolution.

The LEGISLATIVE CLERK. It is proposed to strike out "S.J. Res. 4" and insert "S. Res. 85".

The PRESIDING OFFICER. Is there objection to the modification? The Chair hears none, and it will be so modified.

Mr. McFARLAND. Would it not be necessary to change the resolving clause also? The resolving clause reads:

> *Resolved by the Senate and House of Representatives of the United States of America in Congress assembled,*

Mr. BRIDGES. Yes, Mr. President; it should read simply *"Resolved"*. I ask that that change be made.

The LEGISLATIVE CLERK. On page 1, lines 1 and 2, it is proposed to strike out all after the word *"Resolved"*.

The amendment was agreed to.

The VICE PRESIDENT. The next amendment will be stated.

The ASSISTANT SECRETARY. On page 2, line 13, after the word "pound", insert the words "except rice cleaned for use in the manufacture of canned foods", so as to read:

> Rice, cleaned, 9 cents per pound, except rice cleaned for use in the manufacture of canned foods.

The VICE PRESIDENT. The question is on agreeing to the amendment.

The amendment was agreed to.

The next amendment was, on page 151, to strike out:

> Steamer *Phalarope*: Master, $1,500; engineer, $1,200; fireman, $780; two seamen at $810 each; cook, $870; in all $5,970.

The amendment was agreed to.

[Note use of words, figures, and punctuation in the following:]

The next amendment was, on page 34, in line 9, under the heading "Employees' Compensation Commission", before the word "assistants", to strike out "five" and insert "three"; in line 10, after the word "clerks" and before the words "of class 3", to strike out "seven" and insert "five"; in line 11, before the words "of class 2", to strike out "twelve" and insert "nine"; in the same line, before the words "of class 1", to strike out "twenty-seven" and insert "twenty"; in line 12, before the words "at $1,000 each", to strike out "three" and insert "two"; and in line 18, to strike out "$124,940" and insert "$102,590", so as to read:

EMPLOYEES' COMPENSATION COMMISSION

Salaries: Three Commissioners at $4,000 each; secretary, $2,750; attorney, $4,000; chief statistician, $3,000; chief of accounts, $2,500; accountant, $2,250; claim examiners—chief $2,250, assistant $2,000, assistant $1,800, three assistants at $1,600 each; special agents—two at $1,800 each, two at $1,600 each; clerks—five of class 3; nine of class 2, twenty of class 1, two at $1,000 each; in all $102,590.

Mr. HOLLAND submitted an amendment intended to be proposed by him to the sundry civil appropriation bill, which was ordered to lie on the table and to be printed, as follows:

Add a new section, as follows:

"That the President of the Senate appoint three Members of the Senate; and the Speaker of the House three Members of the House."

The Senate resumed the consideration of the bill (H.R. 4075) to limit the immigration of aliens into the United States.

Mr. HARRY F. BYRD, JR. Mr. President, I offer an amendment, which I send to the desk.

The VICE PRESIDENT. The amendment will be stated.

The Assistant Secretary. On page 9, line 3, it is proposed to amend by striking out "3" and inserting "1", so that it will read:

Sec. 2. (a) That the number of aliens of any nationality who may be admitted under the immigration laws to the United States in any fiscal year shall be limited to 1 per centum of the number of foreign-born persons of such nationality resident in the United States.

The VICE PRESIDENT. The question is on agreeing to the amendment offered by the Senator from Virginia to the amendment of the committee.

The amendment to the amendment was rejected.

The PRESIDING OFFICER. The question is, Shall the bill pass?

Mr. THYE. I ask for the yeas and nays on the passage of the bill.

Mr. GEORGE. Let us have the yeas and nays.

The yeas and nays were ordered, and the reading clerk proceeded to call the roll.

Mr. LONG (when his name was called). I am paired with the senior Senator from New Hampshire [Mr. Bridges]. I am informed that if he were present he would vote as I intend to vote on the passage of the bill. I therefore feel at liberty to vote, and vote "yea."

Mr. SALTONSTALL. I desire to announce that the Senator from Nebraska [Mr. Butler], the senior Senator from New Hampshire [Mr. Bridges], and the Senator from Delaware [Mr. Williams] would vote for the bill if present. They are necessarily absent.

The result was announced—yeas 78, nays 1, as follows:

YEAS—78

Aiken
Dirksen
Gillette
Green
Long
Nixon

NAY—1

Ives

NOT VOTING—17

Bricker
Byrd
Kilgore
Long
Robertson
Taft

EXECUTIVE SESSION

The PRESIDING OFFICER. The Senate will now proceed to executive session. There will now be 5 minutes debate on Calendar Order No. 156, which the clerk will state.

EXECUTIVE SESSION

Mr. BAKER. Mr. President, I ask unanimous consent that the Senate now go into executive session for the purpose of considering those nominations on page 2, with the exception of Calendar No. 43; those nominations on page 3, with the exception of Calendar Order No. 46; all of the nominations on page 4, and all of the nominations on page 5.

The PRESIDING OFFICER. Without objection, it is so ordered.

LEGISLATIVE SESSION

Mr. BAKER. Mr. President, I ask unanimous consent that the Senate now return to legislative session.

The PRESIDING OFFICER. Without objection, it is so ordered.

[An executive session usually being open, the following precedes the recess or adjournment heading:]

TREATY OF ARBITRATION AND CONCILIATION WITH SWITZERLAND

The Chief Clerk proceeded to read Executive B, a treaty of arbitration and conciliation with Switzerland, signed at Washington on March 17, 1952, which was considered as in Committee of the Whole, and is as follows:

To the Senate of the United States:

To the end that I may receive the advice and consent of the Senate to ratification, I transmit herewith a treaty of arbitration and conciliation between the United States and Switzerland, signed at Washington on March 17, 1952.

HARRY S. TRUMAN.□

THE WHITE HOUSE, *March 17, 1952.*

[A letter from the President to the Senate is set in 7-point type when any form of treaty is enclosed that is to be printed in the Record in connection therewith. The letter is set in 7-point type whether the treaty follows or precedes it or is separated from it by intervening matter.]

RECESS UNTIL TOMORROW AT 10:30 A.M.

Mr. BAKER. Mr. President, I know of no further business to come before the Senate. I move, in accordance with the order previously entered, that the Senate stand in recess until the hour of 10:30 a.m. tomorrow.

The motion was agreed to and, at 7:20 p.m., the Senate recessed until Wednesday, November 18, 1981, at 10:30 a.m.

[After the recess or adjournment heading the following appears:]

NOMINATIONS

Executive nominations received by the Senate March 17 (legislative day of March 9), 1966:

[Under heading *Postmaster*, omit the State subheading if only one nomination or confirmation is given. Under the heads *Nominations, Confirmations, Withdrawal,* and *Rejection*, the following scheme for subheads is to be followed:

[Heads indicating service, or branch or department of Government—7-point caps and small caps.

[Subheads indicating subdivision or type of service—7-point small caps.

[Subheads indicating new rank of appointee—7-point italic.]

[NOTE.—Nominations will be set as indicated on copy when it is received—last name first or first name first—as in executive nominations.]

DIPLOMATIC AND FOREIGN SERVICE

Merlin E. Smith, of Ohio, to be a Foreign Service officer, unclassified, a vice consul of career, and a secretary in the diplomatic service of the United States of America.

THE JUDICIARY

Tom C. Clark of Texas, to be Assistant Attorney General of the United States, vice Hon. Thurman Arnold, resigned.

Hugh B. Cox, of the District of Columbia, to be Assistant Attorney General of the United States; new position.

TEMPORARY APPOINTMENT IN THE ARMY OF THE UNITED STATES

Lt. Gen. Henry Harley Arnold (major general, U.S. Army), Army of the United States.

APPOINTMENTS, BY TRANSFER, IN THE REGULAR ARMY OF THE UNITED STATES

TO ORDNANCE DEPARTMENT

Lt. Col. George DeVere Barnes, Quartermaster Corps (temporary colonel), with rank from January 11, 1952.

IN THE AIR FORCE

To be brigadier general

Maj. Gen. Harry George Armstrong, 209A, (colonel U.S. Air Force), Air Force of the United States, medical.

Brig. Gen. John Ferral McBlain, 203A (colonel, U.S. Air Force), Air Force of the United States.

To be major general

Brig. Gen. Herbert R. Temple, Jr., 557-32-7721.

IN THE AIR FORCE

The following Air National Guard of the United States officers for promotion in the Reserve of the Air Force under the provisions of section 593(a) title 10 of the United States Code, as amended.

LINE OF THE AIR FORCE

To be lieutenant colonel

Maj. Clayton B. Anderson, 503-56-3340.

Maj. George C. Arvanetaki, 041-26-0819.

Maj. George D. Brooks, 407-42-0022.

Maj. Raymond A. Cline, Jr., 159-28-9276.

SUPPLY CORPS

Captain

Alwine, Paul R., Jr.
Barr, Charles V.
Bartuska, Anthony John
Bentson, Gordon J.
Bolin, James H.
Booth, Henry Adolph, Jr.

MEDICAL CORPS

Maj. Pomp T. Carney, 427-66-3233
Maj. Gerald D. Loos, 503-40-6401
Maj. Hugh E. McGee, Jr., 145-30-9499

In the Army

The following-named officers for appointment in the Regular Army of the United States, in their active duty grades, under the provisions of title 10, United States Code, sections 531, 532, and 533:

Colonel

Porter, Robert O., 541-34-2316

Lieutenant colonel

Smith, Edward F., 146-32-1660

Major

Davis, Rudy P., 534-40-4313
Herod, Herbert L., 533-28-5599
Jones, Lafayette, Jr., 226-56-9538

Captain

Duque, George M., 046-40-2668

CONFIRMATIONS

Executive nominations confirmed by the Senate February 9, 1972:

National Commission on Libraries and Information Science

Harold C. Crotty, of Michigan, to be a member of the National Commission on Libraries and Information Science for the remainder of the term expiring July 19, 1972.

National Labor Relations Board

John A. Penello, of Maryland, to be a member of the National Labor Relations Board for the term of 5 years expiring August 27, 1976.

In the Army

TEMPORARY APPOINTMENT IN THE ARMY OF THE UNITED STATES

To be brigadier general

William Edward Raab Covell
Albert Jesse Browning

APPOINTMENTS IN THE REGULAR ARMY

To be chaplain, with rank of first lieutenant, to rank from date of appointment

Charles Edwin Brown, Jr.
John Porter Fellows III

To be first lieutenant, Medical Corps, with rank from date of appointment

Charles Herman Ransom

In the Navy

PROMOTIONS IN THE REGULAR SERVICE

To be captain

Cornelius Flynn
Armit C. Thomas
Edmund E. Brady, Jr.
Charles W. Styer
Thomas L. Sprague
Einar R. Johnson, Jr.

To be assistant dental surgeon

Estes W. Murphy

In the Marine Corps

TEMPORARY SERVICE

To be brigadier general, Marine Corps Reserve

Littleton, W.T. Waller, Jr.

To be lieutenant colonel

George A. Williams

To be second lieutenant

John D. Hayes
Dudley R. Carr
John J. Kalen
William E. Lunn

ADJOURNMENT UNTIL MONDAY, SEPTEMBER 12, 1983

Mr. BAKER. Mr. President, no other matter is cleared for action by either side. The time for the transaction of routine morning business has long since expired, as has the patience of most Senators.

In view of that, Mr. President, I move, in accordance with the provisions of House Concurrent Resolution 153 the Senate now do adjourn until September 12 at 12 noon.

The motion was agreed to; and the Senate, at 7:03 p.m., adjourned until Monday, September 12, 1983, at 12 noon.

HOUSE OF REPRESENTATIVES

TUESDAY, MAY 25, 1982

The House met at 12 o'clock noon and was called to order by the Speaker pro tempore [Mr. FOLEY].

DESIGNATION OF SPEAKER PRO TEMPORE

The SPEAKER pro tempore laid before the House the following communication from the Speaker.

WASHINGTON, DC,
June 23, 1983.

I hereby designate the Honorable THOMAS S. FOLEY to act as Speaker pro tempore on Monday, June 27, 1983.

THOMAS P. O'NEILL, Jr.,
Speaker of the House of Representatives.

PRAYER

The Chaplain, Rev. James David Ford, D.D., offered the following prayer:

O sing to the Lord a new song, for He has done marvelous things!—Psalm 98: 1.

O Lord, You have been with us all our days and blessed us with gifts both great and small. We give thanks that when our spirits were low, You gave new strength, and when we were discouraged, You gave new hope. As You have promised to Your people a new song of joy and peace, so enable us to commit ourselves to the way of truth that we may be ministers of righteousness and heralds of peace in our own day and time. Amen.

THE JOURNAL

The SPEAKER. The Chair has examined the Journal of the last day's proceedings and announces to the House his approval thereof.

Pursuant to clause 1, rule I, the Journal stands approved.

SWEARING IN OF MEMBERS

The SPEAKER. The Chair understands there are some Members present who desire to take the oath at this time. Will those Members who have not taken the oath of office kindly step to the well.

The Speaker administered the oath of office to the following Members-elect:

OATH OF OFFICE OF MEMBER

The oath of office required by the sixth article of the Constitution of the United States, and as provided by section 3 of the act of May 13, 1884 (23 Stat. 22), to be administered to Members of the House of Representatives, the text of which is carried in section 1757 of title XIX of the Revised Statutes of the United States and being as follows:

> "I, A B, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God."

has been subscribed to in person and filed in duplicate with the Clerk of the House of Representatives by the following Member of the 92d Congress, pursuant to Public Law 412 of the 80th Congress entitled "An act to amend section 30 of the Revised Statutes of the United States" (2 U.S.C. 25), approved February 18, 1948:

RICHARD W. MALLARY, at Large District of Vermont.

MESSAGE FROM THE SENATE

A message from the Senate by Mr. Sparrow, one of its clerks, announced that the Senate had passed without amendment a concurrent resolution of the House of the following title:

H. Con. Res. 290. Concurrent resolution reaffirming that deposits, up to the statutorily prescribed amount, in federally insured depository institutions are backed by the full faith and credit of the United States.

The message also announced that the Senate had passed a bill of the following title, in which the concurrence of the House is requested:

S. 2158. An act to amend title 23, United States Code, to authorize and direct the payment of an incentive grant for highway safety programs to any State in the first fiscal year during which the State adopts provisions relating to driving while intoxicated; to establish a national driver register, and for other purposes.

The message also announced that the Secretary be directed to request the House of Representatives to return to the Senate the bill (S. 907) entitled "An act to amend sections 351 and 1751 of title 18 of the United States Code to provide penalties for crimes against Cabinet officers, Supreme Court Justices, and Presidential staff members, and for other purposes."

[Observe that bills from the Senate to the House read *An act*. If the copy should read *A bill*, change to *An act* in conformity with this rule, and place number first. Note also the following forms:]

The message also announced that the Senate had passed a joint resolution (S.J. Res. 20) making available the sum of $150,000 for the construction, etc.

The message also announced that the Senate had adopted the following resolution:

S. RES. 209

Resolved, That the Senate has heard with profound sorrow the announcement of the death of Hon. Henry B. Steagall, late a Representative from the State of Alabama, etc.

MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Leomar, one of his secretaries, who also informed the House that on the following dates the President approved and signed bills and a joint resolution of the House of the following titles:

On June 2, 1971:

H.R. 4209. An act to amend the Revised Organic Act of the Virgin Islands.

On June 4, 1971:

H.R. 5765. An act to extend for 6 months the time for filing the comprehensive report of the Commission on the Organization of the Government of the District of Columbia; and

H.J. Res. 583. Joint resolution designating the last full week in July of 1971 as "National Star Route Mail Carriers Week."

[Observe that bills coming from the President take the form of *An act*. This rule must be followed invariably, even if the copy reads *A bill*.]

AT LAST—SOME GOOD NEWS IN SOCIAL SECURITY

(Mr. PICKLE asked and was given permission to address the House for 1 minute and to revise and extend his remarks.)

Mr. PICKLE. Mr. Speaker, last Friday, for the first time since the early 1970's * * *.

MRS. VIRGINIA THRIFT

Mr. COUDERT. Mr. Speaker, by direction of the Committee on House Administration, I offer a privileged resolution (H. Res. 321) and ask for its immediate consideration.

The Clerk read as follows:

H. RES. 321

Resolved, That there shall be paid out of the contingent fund of the House to Mrs. Virginia Thrift, widow of Chester R. Thrift, late an employee of the House, an amount equal to six months' salary compensation at the rate he was receiving at the time of his death, and an additional amount not to exceed $250 to defray funeral expenses of the said Chester R. Thrift.

The resolution was agreed to.

A motion to reconsider was laid on the table.

BILLS PRESENTED TO THE PRESIDENT

Mr. KLEIN, from the Committee on Rules, reported that that committee did on this day present to the President, for his approval, bills of the House of the following titles:

H.R. 3331. An act for the relief of Harry L. Smith; and

H.R. 3366. An act to amend section 409 of the Interstate Commerce Act, relating to joint rates of freight forwarders and common carriers by motor vehicle.

ENROLLED BILLS SIGNED

Mr. HAYS, from the Committee on House Administration, reported that that committee had examined and found truly enrolled bills of the House of the following titles, which were thereupon signed by the Speaker:

H.R. 4209. An act to amend the Revised Organic Act of the Virgin Islands; and

H.R. 8190. An act making supplemental appropriations for the fiscal year ending June 30, 1971, and for other purposes.

THE PRIVATE CALENDAR

The SPEAKER. The Clerk will call the first bill on the Private Calendar.

JOHN SIMS

The Clerk called the first bill on the Private Calendar, H.R. 399, for the relief of John Sims.

There being no objection, the Clerk read the bill, as follows:

H.R. 399

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of the Treasury is authorized and directed to pay to John Sims, Mobile, Alabama, the sum of $5,000.

The SPEAKER. The gentleman from Florida offers an amendment, which the Clerk will report.

The Clerk read as follows:

Amendment by Mr. SIKES: In line 4, after the word "pay", add a comma and the following words: "out of any money in the Treasury not otherwise appropriated".

The SPEAKER. The question is on agreeing to the amendment.

The amendment was agreed to.

On motion of Mr. SIKES, a motion to reconsider the vote by which the bill was passed was laid on [*not* upon] the table.

SENATE BILLS REFERRED

Bills of the Senate of the following titles were taken from the Speaker's table and, under the rule, referred as follows:

S. 962. An act for the relief of Mr. and Mrs. Frank Holehan; to the Committee on the Judiciary; and

S. 1077. An act for the relief of William A. Haag; to the Committee on the Judiciary.

[In the reference of Senate acts to House committees the name of the committee will be repeated after each act, though there may be several acts referred to the same committee.]

COMMITTEE OF THE WHOLE HOUSE ON THE STATE OF THE UNION

RAIL SAFETY AND SERVICE IMPROVEMENT ACT OF 1982

The SPEAKER. Pursuant to House Resolution 336 and rule XXIII, the Chair declares the House in the Committee of the Whole House on the State of the Union for the consideration of the bill (H.R. 6308), to insure rail safety, provide for the preservation of rail service, transfer responsibility for the Northeast corridor improvement project to Amtrak * * *.

The SPEAKER pro tempore. The Chair designates the gentleman from Massachusetts [Mr. FRANK] as Chairman of the Committee of the Whole and requests the gentleman from New York, Mr. McHUGH, to assume the chair temporarily.

IN THE COMMITTEE OF THE WHOLE

Accordingly the House resolved itself into the Committee of the Whole House on the State of the Union for the consideration of the bill, H.R. 6308, with Mr. McHUGH, Chairman pro tempore, in the chair.

The Clerk read the title of the bill.

The CHAIRMAN pro tempore. Pursuant to the rule, the first reading of the bill is dispensed with.

Under the rule, the gentleman from New Jersey [Mr. FLORIO] will be recognized for 30 minutes and the gentleman from New York [Mr. LENT] will be recognized for 30 minutes.

The CHAIRMAN. Pursuant to the rule, the text of H.R. 6911 shall be considered by titles as an original bill for the purpose of amendment under the 5-minute rule in lieu of the amendments recommended by the Committees on Energy and Commerce and Interior and Insular Affairs. Each title shall be considered as having been read.

The Clerk will designate section 1.

The Clerk read as follows:

That this Act may be referred to as the "Rail Safety and Service Improvement Act of 1982".

The CHAIRMAN. Are there any amendments to section 1? If not, the Clerk will designate title I.

The text of title I is as follows:

AMENDMENT OFFERED BY MR. SIMON

Mr. SIMON. Mr. Chairman, I offer an amendment.

The Clerk read as follows:

Amendment offered by Mr. SIMON: Page 2, line 4, strike out "a new subsection as follows" and insert in lieu thereof "the following new subsections".

Page 2, line 16, strike out the quotation mark and the period which follows it.

Page 2, after line 16, insert the following:

"(j) The Secretary shall within 30 days report to Congress on whether it should issue rules, regulations, orders, and standards to require that the leading car of any railroad train in operation after July 1, 1983, be equipped with an acceptable form of mounted oscillating light.".

Mr. SIMON. Mr. Chairman, I would like to take my 5 minutes just to explain this situation, though I believe the amendment may be acceptable.

The CHAIRMAN. Under the rule, the Committee rises.

Accordingly the Committee rose; and the Speaker pro tempore [Mr. MURTHA] having assumed the chair, Mr. FRANK, Chairman of the Committee of the Whole House on the State of the Union, reported that that Committee, having had under consideration the bill (H.R. 6308) to insure rail safety, provide for the preservation of rail service, transfer responsibility for the Northeast corridor improvement project to Amtrak, and for other purposes, pursuant to House Resolution 546, reported the bill back to the House with an amendment adopted by the Committee of the Whole.

The SPEAKER pro tempore. Under the rule, the previous question is ordered.

Is a separate vote demanded on any amendment to the amendment in the nature of a substitute adopted by the Committee of the Whole? If not, the question is on the amendment.

The amendment was agreed to.

The bill was ordered to be engrossed and read a third time, was read the third time, and passed.

The title of the bill was amended so as to read: "A bill to insure rail safety, provide for the preservation of rail service, insure the completion of the Northeast corridor improvement project, and for other purposes."

A motion to reconsider was laid on the table.

(Mr. ARCHER asked and was given permission to revise and extend his remarks.)

Mr. ARCHER. Mr. Chairman, at a time when the United States is suffering from a serious balance-of-payments deficit, it is in my opinion * * *.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Texas [Mr. ARCHER].

The question was taken; and on a division (demanded by Mr. ARCHER) there were—ayes 36, noes 33.

COMMITTEE AMENDMENT

The CHAIRMAN. The Clerk will report the next committee amendment.

The Clerk read as follows:

Committee amendment: Page 2, line 5, strike out the quotation mark and insert the following:

"SEC. 12. The Secretary of the Treasury shall instruct the United States * * *

Mr. WRIGHT (during the reading). Mr. Chairman, this is the same amendment that was passed in the two preceding bills. It deals with narcotics. I do not think there is any objection to it.

I ask unanimous consent that further reading of the amendment be dispensed with, that it be printed in the RECORD, and be open to amendment.

The CHAIRMAN. Is there objection to the request of the gentleman from Texas?

There was no objection.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Texas [Mr. GONZALEZ].

The amendment was agreed to.

The CHAIRMAN. Under the rule, the Committee rises.

Accordingly the Committee rose; and the Speaker having resumed the chair, Mr. NEDZI, Chairman of the Committee of the Whole House on the State of the Union, reported that that Committee having had under consideration the bill (S. 2010) to provide for increased participation by the United States in the International Development Association, pursuant to House Resolution 786, he reported the bill back to the House with sundry amendments adopted by the Committee of the Whole.

Conference report and statement

Conference reports and statements to be set in 7 point.

Use 3-point space before and after conference report and statement.

In the House the names of Members are to be first.

Follow copy literally in the report. Observe the form *Amendments numbered 1, 2, 3, etc.*, and when the amendment is to make an independent paragraph, the phrase *And the Senate* [or *House*] *agree to the same* will be a paragraph by itself; otherwise it will be run in after the amendment with a semicolon. Examples of each are given in the report following.

In the statement change *numbered,* when in copy, to *No.*, as *amendment No. 1,* but do not supply *No.* or *amendment* if omitted in copy; otherwise regular style will prevail.

(See pp. 344–346 for styles of conference report set as House report and as Senate document.)

CONFERENCE REPORT (H. REPT. NO. 97-747)

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 6863) making supplemental appropriations for the fiscal year ending September 30, 1982, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 7, 9, 14, 31, 38, 39, 40, 52, 53, 56, 75, 76, 80, 81, 94, 102, 109, 116, 118, 129, 133, 141, 142, 148, 152, 154, 155, 162, 163, 164, 171, 173, 179, and 181.

That the House recede from its disagreement to the amendments of the

Senate numbered 20, 23, 25, 26, 28, 30, 32, 33, 34, 35, 36, 46, 48, 54, 61, 68, 70, 77, 78, 79, 87, 99, 101, 104, 105, 106, 110, 111, 125, 127, 134, 136, 139, 156, 157, 165, 167, 168, 170, 174, 175, and 176, and agree to the same.

Amendment numbered 16:

That the House recede from its disagreement to the amendment of the Senate numbered 16, and agree to the same with an amendment, as follows:

In lieu of the sum proposed by said amendment insert *$4,400,000*; and the Senate agree to the same.

Amendment numbered 27:

That the House recede from its disagreement to the amendment of the Senate numbered 27, and agree to the same with an amendment, as follows:

In lieu of the sum proposed by said amendment insert *$53,700,000*; and the Senate agree to the same.

John T. Myers
(except amendments
54 and 177),
Clarence E. Miller,
Lawrence Coughlin,
Jack F. Kemp,
George M. O'Brien,
Managers on the Part of the House.

John C. Stennis,
Daniel K. Inouye,
Ernest F. Hollings,
Thomas F. Eagleton,
Lawton Chiles,
J. Bennett Johnston,
Walter D.
Huddleston,
Patrick J. Leahy,
Dennis DeConcini,
Managers on the Part of the Senate.

Joint Explanatory Statement of the Committee of Conference

The managers on the part of the House and the Senate at the conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 6863), making supplemental appropriations for the fiscal year 1982, rescinding certain budget authority, and for other purposes, submit the following joint statement to the House and the Senate in explanation of the effect of the action agreed upon by the managers and recommended in the accompanying conference report:

TITLE I

CHAPTER I—DEPARTMENT OF AGRICULTURE

Soil Conservation Service

conservation operations

Amendment No. 1: Reported in technical disagreement. The managers on the part of the House will offer a motion to recede and concur in the amendment of the Senate which allows the Soil Conservation Service to exchange a parcel of land in Bellingham, Washington, for other land.

In lieu of the matter inserted by said amendment, insert the following:

Food and Nutrition Service

child nutrition programs

If the funds available for Nutrition Education and Training grants authorized under section 19 of the Child Nutrition Act of 1966, as amended, require a ratable reduction in those grants, the minimum grant for each State shall be $50,000.

The managers on the part of the Senate will move to concur in the amendment of the House to the amendment of the Senate.

Committee on Agriculture: Solely for consideration of the title I of the House bill and title I of the Senate amendment:

E de la Garza,
Thomas S. Foley,
David R. Bowen,
Fred Richmond,
Bill Wampler,
Paul Findley
(on all matters
except as listed
below),
Tom Hagedorn
(on all matters
except as listed
below),

Amendments

[As figures are used in bills to express sums of money, dates, paragraph numbers, etc., amendments involving such expressions must be set in figures thus: Strike out "$840" and insert "$1,000", etc. For other enumerations in bill style, see rule 2.13, p. 2.47.]

EMANUEL F. LENKERSDORF

The Clerk called the bill (H.R. 2520) for the relief of Emanuel F. Lenkersdorf.

There being no objection, the Clerk read the bill as follows:

H.R. 2520

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That for the purposes of the Immigration and Nationality Act, Emanuel F. Lenkersdorf shall be held and considered to have been lawfully admitted to the United States for permanent residence as of the date of the enactment of this Act, upon payment of the required visa fee. Upon the granting of permanent residence to such alien as provided for in this Act, the Secretary of State shall instruct the proper officer to deduct one number from the total number of immigrant visas and conditional entries which are made available to natives of the country of the alien's birth under paragraphs (1) through (8) of section 203(a) of the Immigration and Nationality Act.

With the following committee amendment:

On page 2, strike lines 4 through 6 and insert in lieu thereof: "which are made available to natives of the country of the alien's birth under section 203(a) of the Immigration and Nationality Act or, if applicable, from the total number of such visas which are made available to such natives under section 202(e) of such Act.".

The committee amendment was agreed to.

The bill was ordered to be engrossed and read a third time, was read the third time, and passed, and a motion to reconsider was laid on the table.

CONTESTED ELECTION, CARTER AGAINST LeCOMPTE—MESSAGE FROM THE CLERK OF THE HOUSE OF REPRESENTATIVES (H. DOC. NO. 235)

The SPEAKER laid before the House the following message from the Clerk of the House of Representatives, which was read and, with the accompanying papers, referred to the Committee on House Administration:

AUGUST 23, 1957.

The Honorable the SPEAKER,
House of Representatives.

SIR: I have the honor to lay before the House of Representatives the contest for a seat in the House of Representatives from the Fourth Congressional District of the State of Iowa, Steven V. Carter against Karl M. LeCompte, notice of which has been filed in the office of the Clerk of the House; and also transmit herewith original testimony, papers, and documents relating thereto.

LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted to:

Mr. YATES (at the request of Mr. FOLEY), on account of illness in the family.

Mr. BROYHILL (at the request of Mr. MICHEL), for today, on account of a death in the family.

Mr. D'AMOURS (at the request of Mr. WRIGHT), for today, on account of a death in the family.

SPECIAL ORDERS GRANTED

By unanimous consent, permission to address the House, following the legislative program and any special orders heretofore entered, was granted to:

(The following Members (at the request of Mr. GINGRICH) to revise and extend their remarks and include extraneous material:)

Mr. BETHUNE, for 60 minutes, today.

Mr. MARTIN of North Carolina, for 30 minutes, today.

EXTENSION OF REMARKS

By unanimous consent, permission to revise and extend remarks was granted to:

Mr. ECKART, to revise and extend his remarks on H.R. 6324 at the conclusion of general debate.

(The following Members (at the request of Mr. GINGRICH) and to include extraneous matter:)

Mr. MICHEL.

Mr. MADIGAN in two instances.

ADJOURNMENT

Mr. ANDREWS. Mr. Speaker, I move that the House do now adjourn.

The motion was agreed to; accordingly (at 6 o'clock and 9 minutes p.m.), the House adjourned until tomorrow, Wednesday, August 18, 1982, at 10 a.m.

RECESS

The SPEAKER pro tempore. Pursuant to the order of the House of December 17, 1982, the Chair declares a recess subject to the call of the Chair. Bells will be rung 15 minutes prior to the reconvening of the House.

Accordingly (at 5 o'clock and 56 minutes p.m.), the House stood in recess subject to the call of the Chair.

□ 2130

AFTER RECESS

The recess having expired, the House was called to order by the Speaker pro tempore [Mr. NATCHER] at 9 o'clock and 35 minutes p.m.

[Follow copy as to expressing time of adjournment as 6 o'clock and 25 minutes p.m., or *6:25 p.m.* If necessary, the headings Recess and Adjournment must be supplied in House and Senate copy.]

MOTION TO DISCHARGE COMMITTEE

MARCH 17, 1952.

To the CLERK OF THE HOUSE OF REPRESENTATIVES:

Pursuant to clause 4 of rule XXVII, I, PERCY J. PRIEST, move to discharge the Committee on Banking and Currency from the consideration of the bill (H.R. 2887) entitled "A bill transferring certain functions of the Price Administrator, with respect to petroleum and petroleum products, to the Petroleum Administrator for War," which was referred to said committee March 7, 1952, in support of which motion the undersigned Members of the House of Representatives affix their signatures, to wit:

1. Percy J. Priest.
2. Oren Harris.
217. William E. Hess.
218. James G. Polk.

This motion was entered upon the Journal, entered in the CONGRESSIONAL RECORD with signatures thereto, and referred to the Calendar of Motions To Discharge Committees, February 21, 1952.

House briefs

[The briefs follow at end of day's proceedings. Heads and dashes to be used as shown here.]

EXECUTIVE COMMUNICATIONS, ETC.

Under clause 2 of rule XXIV, executive communications were taken from the Speaker's table and referred as follows:

4593. A communication from the President of the United States, transmitting proposed requests for transfer authority and appropriation language for fiscal year 1982, amended appropriation requests, and amended appropriation language for fiscal year 1983 (H. Doc. No. 97-228); to the Committee on Appropriations and ordered to be printed.

4594. A letter from the Assistant Secretary of Defense (Comptroller), transmitting notice of the proposed obligation of $4.8 million in the Navy stock fund for war reserve stocks, pursuant to section 734, Public Law 97-114; to the Committee on Appropriations.

4595. A letter from the Director for Facility Requirements and Resources, Department of Defense, transmitting notice of the location, nature, and estimated cost of various construction projects proposed to be undertaken by the Naval and Marine Corps Reserve, pursuant to 10 U.S.C. 2233a(1); to the Committee on Armed Services.

4596. A letter from the Assistant Secretary of the Navy (Shipbuilding and Logistics), transmitting notice of the proposed conversion to contractor performance of the administrative telephone services function at the Naval Coastal Systems Center, Panama City, pursuant to section 502(b) of Public Law 96-342; to the Committee on Armed Services.

[Use the following form if only one communication is submitted—8 point:]

194. Under clause 2 of rule XXIV, a letter from the Secretary of the Treasury, transmitting a statement of the estimated cost of revised central heating, lighting, and powerplant project, Washington, D.C. (H. Doc. No. 97-102), was taken from the Speaker's table, referred to the Committee on Public Works, and ordered to be printed.

[Note the insertion of (*H. Doc. No.* —) in cases where papers are ordered to be printed as a document. To be inserted only when *ordered to be printed* or its equivalent appears in copy.]

REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mr. DINGELL: Committee on Energy and Commerce. H.R. 5008. A bill to amend the Communications Act of 1934 to make certain technical revisions regarding the administration of such act, and for other purposes; with an amendment (Rept. No. 97-751). Referred to the Committee of the Whole House on the State of the Union.

REPORTS OF COMMITTEES ON PRIVATE BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mr. GLICKMAN: Committee on the Judiciary. H.R. 3171. A bill for the relief of Dr. David Pass (Rept. No. 97-440). Referred to Committee of the Whole House.

Mr. KINDNESS: Committee on the Judiciary. H.R. 3835. A bill for the relief of Rutherford K. Clarke and his wife, Ida T. Clarke (Rept. No. 97-441). Referred to Committee of the Whole House.

Mr. MOORHEAD: Committee on the Judiciary. H.R. 4350. A bill for the relief of Arthur J. Grauf (Rept. No. 97-442). Referred to the Committee of the Whole House.

[Use above form also when only one report is submitted.]

ADVERSE REPORTS

Under clause 2 of rule XIII,

Mr. WALTER: Committee on the Judiciary. H.R. 3347. A bill for the relief of Edward Dietrich, a veteran of the World War (Rept. No. 89-1054). Laid on the table.

Mr. STANLEY: Committee on House Administration. House Resolution 188. Resolution to provide for printing of 1,000 additional copies of the hearings held before the Committee on Banking and Currency of the House on the bill H.R. 10517, entitled "For increasing and stabilizing the price level of commodities, and for other purposes" (Rept. No. 92-1035). Ordered to be printed.

[Use above form also when only one report is submitted.]

PUBLIC BILLS AND RESOLUTIONS

Under clause 5 of rule X and clause 4 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. GAYDOS (for himself, Mr. REGULA, Mr. BENJAMIN, Mr. MURTHA, Mr. FARY, Mr. MURPHY, Mr. FORSYTHE, Mr. MOLLOHAN, Mr. WALKER, Mr. RAHALL, and Mr. PORTER):

H.R. 5727. A bill to amend the Trade Act of 1974 to restore the authority of the President with respect to reciprocal nondiscriminatory treatment; to the Committee on Ways and Means.

[Use the following form when only one bill or resolution is submitted:]

Under clause 1 of rule XXII,

Mr. LANTOS introduced a bill (H.R. 6766) for the relief of Shanna Teresa Milich; which was referred to the Committee on the Judiciary.

MEMORIALS

Under clause 4 of rule XXII, memorials were presented and referred as follows:

[Use the following form when submitted by the Speaker if *By the Speaker* is not in copy:]

200. By the SPEAKER: Memorial of the Senate of the Commonwealth of Massachusetts, relative to the persecution of Soviet Jews; to the Committee on Foreign Affairs.

201. Also, memorial of the Legislature of the State of Oklahoma, relative to the development of Oklahoma's water resources; to the Committee on Interior and Insular Affairs.

202. Also, memorial of the Legislature of the State of Alabama, relative to the posthumous restoration of Robert E. Lee's citizenship; to the Committee on the Judiciary.

[Use the following form when only one memorial is submitted:]

Under clause 4 of rule XXII,

203. The SPEAKER presented a memorial of the Legislature of the State of Rhode Island, ratifying the proposed amendment to the Constitution of the United States extending the right to vote to citizens 18 years of age and older; to the Committee on the Judiciary.

PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. ATKINSON:

H.R. 6583. A bill for the relief of Mohamed Tejpar and Nargis Tejpar; to the Committee on the Judiciary.

By Mr. AUCOIN:

H.R. 6584. A bill for the relief of Celia Maarit Halle; to the Committee on the Judiciary.

By Mr. MOTTL:

H.R. 6585. A bill for the relief of Roy Gonsenhauser, Rachele Gonsenhauser, and Eve Gonsenhauser; to the Committee on the Judiciary.

By Mr. SANTINI:

H.R. 6586. A bill for the relief of the estate of Nell J. Redfield; to the Committee on the Judiciary.

ADDITIONAL SPONSORS

Under clause 4 of rule XXII, sponsors were added to public bills and resolutions as follows:

H.R. 756: Mr. KEMP.

H.R. 757: Mr. KEMP.

H.R. 767: Mr. FAZIO.

H.R. 768: Mr. GOODLING.

H.R. 1368: Mr. SIMON.

H.R. 1918: Mr. LUKEN.

H.R. 2034: Mr. ROUSSELOT, Mr. EMERY, and Mrs. COLLINS of Illinois.

H.R. 3526: Mr. ZABLOCKI.

H.R. 4280: Mr. GUNDERSON, Mr. DAN DANIEL, Mr. TAUKE, Mr. RINALDO, and Mr. YOUNG of Florida.

H.R. 4912: Mr. FOGLIETTA and Mr. AKAKA.

H.R. 5038: Mr. GINGRICH.

H.R. 5242: Mr. McDONALD, Mr. CORCORAN, Mr. MITCHELL of New York, Mr. DANIEL B. CRANE, Mr. ROBERTS of South Dakota, Mr. ALEXANDER, Mr. KEMP, Mr. CHAPPIE, Mr. APPLEGATE, Mr. KRAMER, Mr. OXLEY, and Mr. MYERS.

PETITIONS, ETC.

Under clause 1 of rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

468. By the SPEAKER: Petition of Board of County Commissioners, Citrus County, Inverness, FL, relative to defense contracts; to the Committee on Armed Services.

469. Also, petition of the Transport Workers Union of America, Railroad Division, relative to railroad retirement funds; to the Committee on Energy and Commerce.

470. Also, petition of the Monroe County Legislature, Rochester, NY, relative to nuclear weapons; to the Committee on Foreign Affairs.

AMENDMENTS

Under clause 6 of rule XXIII, proposed amendments were submitted as follows:

H.R. 6030

By Mr. WEISS:

—Page 2, line 12, strike out "$2,948,500,000" and insert in lieu thereof "$1,682,040,000".

—Page 8, after line 12, insert the following new section:

PROHIBITION OF PROCUREMENT OF NUCLEAR WARHEADS

SEC. 109. None of the funds authorized by this title shall be available for procurement of nuclear warheads.

Resolution headings

There being no objection, the resolution was referred to the Committee on Public Works, and ordered to be printed in the RECORD, as follows:

RESOLUTION 78-58-59

Resolution memorializing the Senate of the United States expressing opposition to H.R. 2, Chicago water diversion bill

Whereas H.R. 2 concerning the diversion of water from Lake Michigan to the Chicago Canal has recently passed the House of Representatives: Now, therefore, be it

Resolved by the mayor and Common Council of the City of Sheboygan, That by this resolution it go on record as opposing said diversion of water from Lake Michigan as contemplated in H.R. 2, and request that the Senators of the State of Wisconsin, to wit: the Honorable William Proxmire and the Honorable Alexander Wiley vote in opposition to said measure and do all that is possible to secure the defeat of said legislation.

There being no objection, the resolution was ordered to be printed in the RECORD, as follows:

RESOLUTION OF NEW YORK CHAPTER, ASSOCIATION OF THE U.S. ARMY

Whereas it has been proposed that the size of the U.S. Army be reduced below its present figure, which figure is deemed to be too low, etc.

RESOLUTION OF FRANK A. JOHNSON POST NO. 758, AMERICAN LEGION, JOHNSON CITY, NY

Whereas the railroads have played an important role in the development of this community and the Nation, both in peacetime and in times of national emergency, etc.

CONGRESSIONAL RECORD INDEX

GENERAL INSTRUCTIONS

Set in 7 point on 8 point, Record measure (168 points, 14 picas).
In bound Record index, use red page numbers as shown on copy.
Cap lines and italic lines are set flush left.
Entries are indented 1 em, with overs 2 ems.
Bill introductions are to be identified as to sponsor or cosponsor.
Bullet following page number in biweekly index identifies unspoken material.
Bullet is not used in bound Record index.
Pages are identified as S (Senate), H (House), and E (Extensions).
Pages in bound Record index are entered numerically, without S, H, or E prefixes.
Entries must follow correct Record data base locators.
Correct hierarchy must be followed using level 1, 2, 3, and 4 tags in succession.

ABBREVIATIONS AND ACRONYMS

(for use on notation of content line)

ABBREVIATIONS:

Streets: St.; Ave.; Ct.; Dr.; Blvd.; Rd.; Sq.; Ter.

Names: Jr.; Sr.; II (etc.)

Businesses: Co.; Corp. (this includes all Federal corporations); Inc.; Ltd.; Bros.

Dept. of Agriculture	Sec. of Agriculture.
Dept. of Commerce	Sec. of Commerce.
Dept. of Defense	Sec. of Defense.
Dept. of Energy	Sec. of Energy.
Dept. of Health and Human Services	Sec. of Health and . . .
Dept. of Housing and Urban Development	Sec. of Housing and . . .
Dept. of the Interior	Sec. of the Interior.
Dept. of Justice	Attorney General.
Dept. of Labor	Sec. of Labor.
Dept. of State	Sec. of State.
Dept. of the Treasury	Sec. of the Treasury.
Dept. of Transportation	Sec. of Transportation.

States: See page 137, GPO Style Manual, section 9.13.

ACRONYMS:

Agency for International Development	AID
Aid to families with dependent children	AFDC
American Bar Association	ABA
American Bar Association Journal	ABA Journal
American Broadcasting Co	ABC
American Civil Liberties Union	ACLU
American Federation of Labor and Congress of Industrial Organizations	AFL–CIO
American Medical Association	AMA
American Medical Association Report	AMA Report
Arms Control and Disarmament Agency	ACDA
British Broadcasting Corp	BBC
Bureau of Indian Affairs	BIA
Bureau of Land Management	BLM
Bureau of Labor Statistics	BLS
Central Intelligence Agency	CIA
Civil Aeronautics Board	CAB
Columbia Broadcasting Co	CBS
Commodity Credit Corp	CCC

Commodity Futures Trading Commission	CFTC
Comprehensive Employment and Training Act	CETA
Congressional Budget Office	CBO
Consumer Product Safety Commission	CPSC
Daughters of the American Revolution	DAR
Defense Civil Preparedness Agency	DCPA
Defense Intelligence Agency	DIA
Disabled American Veterans	DAV
Domestic international sales corporation	DISC
Drug Enforcement Administration	DEA
Earth Resources Observation Systems	EROS
Employee Retirement Income Security Act	ERISA
Environmental Protection Agency	EPA
Equal Employment Opportunity Commission	EEOC
Equal rights amendment	ERA
European Economic Community	EEC
Export-Import Bank	Eximbank
Federal Aviation Administration	FAA
Federal Bureau of Investigation	FBI
Federal Communications Commission	FCC
Federal Crop Insurance Corp	FCIC
Federal Deposit Insurance Corp	FDIC
Federal Election Commission	FEC
Federal Emergency Management Agency	FEMA
Federal Energy Administration	FEA
Federal Insurance Contribution Act	FICA
Federal National Mortgage Association (Fannie Mae)	FNMA
Federal Power Commission	FPC
Federal Savings and Loan Insurance Corp	FSLIC
Federal Trade Commission	FTC
Food and Drug Administration	FDA
General Accounting Office	GAO
General Agreement on Tariffs and Trade	GATT
General Services Administration	GSA
General Motors Corp	GMC
Government Printing Office	GPO
Grand Old Party (Republican Party)	GOP
Gross national product	GNP
Immigration and Naturalization Service	INS
Internal Revenue Service	IRS
International Business Machines Corp	IBM
International Communication Agency	ICA
International Criminal Police Organization	Interpol
International Development Bank	IDB
International Monetary Fund	IMF
International Trade Commission	ITC
Interstate Commerce Commission	ICC
Law Enforcement Assistance Administration	LEAA
Legal Services Corp	LSC
Missing in action	MIA('s)
National Aeronautics and Space Administration	NASA
National Association for the Advancement of Colored People	NAACP
National Broadcasting Co	NBC
National Bureau of Standards	NBS
National Institutes of Health	NIH
National Labor Relations Board	NLRB
National Oceanic and Atmospheric Administration	NOAA
National Railroad Passenger Corp	Amtrak
National Security Council	NSC
National Science Foundation	NSF
National Transportation Safety Board	NTSB
North Atlantic Treaty Organization	NATO
Nuclear Regulatory Commission	NRC
Occupational Safety and Health Administration	OSHA
Office of Economic Opportunity	OEO
Office of Management and Budget	OMB
Office of Personnel Management	OPM

Office of Technology Assessment	OTA
Organization of American States	OAS
Organization of Petroleum Exporting Countries	OPEC
Overseas Private Investment Corp	OPIC
Palestine Liberation Organization	PLO
Parent-Teachers Association	PTA
Prisoner(s) of war	POW('s)
Public Broadcasting Service	PBS
Reserve Officers' Training Corps	ROTC
Rural Electrification Administration	REA
Securities Exchange Commission	SEC
Small Business Administration	SBA
Strategic Arms Limitation Talks	SALT
Strategic Arms Reduction Talks	START
Supplemental security income	SSI
Tennessee Valley Authority	TVA
Unidentified flying object(s)	UFO('s)
United Auto Workers	UAW
United Nations Children's Fund	UNICEF
United Nations Educational Scientific and Cultural Organization	UNESCO
United States Information Agency	USIA
Veterans' Administration	VA
Veterans of Foreign Wars	VFW
Volunteers in Service to America	VISTA
Water and Power Resources Service	WPRS
Women Accepted for Volunteer Emergency Service	WAVES
Women's Army Corps	WAC
World Health Organization	WHO
Young Men's Christian Association	YMCA
Young Women's Christian Association	YWCA

SPACING

Biweekly Record index folioed in upper right and left corner; no extra spacing.

Bound Record index folioed in upper right and left corner; no extra spacing.

History of Bills folioed in upper right and left corner using H.B. numbers; no extra spacing.

Bound History of Bills folioed in upper right and left corner, first folio numerically higher than the last folio of index; no extra spacing.

CAPITALIZATION

Guide for Capitalization

Capitalize principal words of titles after the following format classifications:

Abstract
Address
Advertisement
Analysis
Appendix
Article or editorial
Biography
Book review
Book, booklet
Brochure
Composition
Designated act Pres pro tem
Document
Election of Member
Essay
Eulogy
Factsheet
Foreword
Former Members
Granted
History
Homily
Hymn
Memorandum
Message
Nomination
Oath of office
Ode
Pamphlet
Paper
Platform
Poem
Prayerbook
Preface
Report
Report to constituents
Resume
Seminar
Sermon
Song
Statement
Study

Summary
Survey
Symposium
Synopsis
Testimony
Transcript
Treaty
Tributes to retiring Member
TV program

Lowercase after these format classifications:

Affidavit
Agenda
Agreement
Amendment
Announcement
Appointment
Award
Bills and resolutions
Brief
Briefing
Broadcast
Bulletin
Cable
Certificate of election
Chronology
Citation
Cloture motion
Colloquy
Commentary
Comments
Communications from
Communique
Comparison
Compendium
Confirmation
Court decision
Court order
Critique
Decision
Declaration
Dedication
Definition
Description
Designation
Dialog
Digest
Dispatch
Endorsement
Example
Executive order
Exhibit
Explanation
Financial statement
Guideline
Interview
Introduction
Invocation
Journal
Letter
List
Litany
Mailgram
Manifesto
Memorial
Motion
Newsletter
Notice
Obituary
Opinion
Order
Outline
Petition
Press conference
Press release
Proceedings
Proclamation
Program
Project
Proposal
Provision
Questionnaire
Questions and answers
Quotation
Recorded
Regulations
Remarks by, on
Remarks in House
Remarks in Senate
Resignation
Resolutions
Result
Review
Rollcall
Rollcall vote
Rules
Rulings
Schedule
Subpoena
Table
Telegram
Telephone conversation
Test
Text of
Tribute
Veto
Vignette
Voting record

PUNCTUATION

Comma precedes folio figures.

If numbers of several bills are given, use this form: S. 24, 2586; H.R. 217, 2887, etc.; that is, do not repeat S. or H.R. with each number. Separate the Senate and House bills with a semicolon: S. 24; H.R. 217.

In consecutive numbers (more than two) use an en dash to connect first with last: S46–S48, 518–520.

Quotes are used for book titles.

A 3-em dash is used as a ditto for word or words leading up to colon: example:
Taxation: farm property
———tuition
———withholding

ROMAN AND ITALIC

Use italic for Members of Congress descriptive data: ABDNOR, JAMES *(a Senator from South Dakota);* ACKERMAN, GARY L. *(a Representative from New York).*

Names of vessels in italic: *Brooklyn* (U.S.S.); *Savannah* (nuclear ship); *Columbia* (space shuttle).

FLUSH CAP LINES

All cap lines are separate entries. They are set flush with overs indented 2 ems. Examples:

ABNOR, JAMES *(a Senator from South Dakota)*
ACKERMAN, GARY L. *(a Representative from New York)*
PRESIDENT OF THE UNITED STATES (Ronald Reagan)
VICE PRESIDENT OF THE UNITED STATES (George Bush)
COMMITTEE ON PUBLIC WORKS AND TRANSPORTATION (House)
COMMITTEE ON PUBLIC WORKS (Senate)
FARMS *see* AGRICULTURE
SENATE *see also* COMMITTEES OF THE SENATE; HOUSE OF REPRESENTATIVES; LEGISLATIVE BRANCH OF THE GOVERNMENT; MEMBERS OF CONGRESS; VOTES IN SENATE
DEPARTMENT OF THE INTERIOR *see also* SECRETARY OF THE INTERIOR
PRESIDENTIAL APPOINTMENTS
VOTES IN HOUSE
VOTES IN SENATE

Style of Biweekly Index

No. XIX

Congressional Record Index

PROCEEDINGS AND DEBATES OF THE 98th CONGRESS, FIRST SESSION

Vol. 129 NOVEMBER 14 TO DECEMBER 14, 1983 *Nos. 157 to 162*

NOTE.—For debate and action on bills and resolutions see "History of Bills and Resolutions" at end of Index, under numbers referred to in Index entry.

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Equal rights for men and women: amend Constitution (see H.J. Res. 1), H1688

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In history of bills, sequence is: Senate bills, Senate joint resolutions, Senate concurrent resolutions, and Senate resolutions; then House bills, House joint resolutions, House concurrent resolutions, and House resolutions: S. 14, S.J. Res. 7, S. Con. Res. 26, S. Res. 5, H. 980, H.J. Res. 9, H. Con. Res. 16, and H. Res. 50.

SENATE BILLS

S. 1—A bill to implement the consensus recommendations of the National Commission on Social Security Reform; to the Committee on Finance.

By Mr. DOLE (for himself, Mr. Moynihan, Mr. Heinz, Mr. Baker, Mr. Stevens, Mr. Laxalt, Mr. Danforth, Mr. Kennedy, Mr. Bentsen, Mr. Murkowski, and Mr. Stafford), S89

Amendment, S1173, S2945

Cosponsors added, S1238

Reported with amendments (S. Rept. 98-23), S2676

S. 4—A bill to provide assistance and coordination in the provision of child-care services for children living in homes with working parents and for other purposes; to the Committee on Labor and Human Resources.

By Mr. CRANSTON (for himself and Mr. Riegle), S89

Cosponsors added, S1957, S2937

S. 11—A bill to amend title 38, United States Code, to establish a Veterans' Administration Advisory Committee on Women Veterans; to improve various aspects of Veterans' Administration health-care programs; to extend the period for Vietnam-era veterans to request counseling under the Veterans' Administration readjustment counseling program; to promote the recruitment and retention of certain health-care personnel in the Veterans' Administration's Department of Medicine and Surgery; to express the sense of the Congress with respect to the role of the Administrator of Veterans' Affairs; to require the Administrator of Veterans' Affairs to conduct an epidemiological study of long-term health effects in veterans of exposure to ionizing radiation from nuclear test detonations; and for other purposes; to the Committee on Veterans' Affairs.

By Mr. CRANSTON (for himself, Mr. Randolph, Mr. Matsunaga, Mr. Mitchell, and Mr. DeConcini), S89

Cosponsors added, S2018, S4036

S. 13—A bill to amend the Internal Revenue Code of 1954 to decrease the holding period for long-term capital gains treatment from 1 year to 6 months; to the Committee on Finance.

By Mr. DOLE (for himself, Mr. Long, Mr. Danforth, Mr. Bentsen, Mr. Baker, Mr. Wallop, Mr. Symms, Mr. Jepsen, Mr. D'Amato, and Mr. Thurmond), S89

Cosponsors added, S1087, S1120, S1367, S1753, S2218, S4036

S. 16—A bill to amend the Internal Revenue Code of 1954 to provide for the establishment of, and the deduction of contributions to, education savings accounts; to the Committee on Finance.

By Mr. DOLE (for himself, Mr. Long, and Mr. Bentsen), S89

Cosponsors added, S733, S1087, S1120, S1367, S4036

S. 17—A bill to expand and improve the domestic commodity distribution program; to the Committee on Agriculture, Nutrition, and Forestry.

By Mr. DOLE (for himself, Mr. Hatfield, Mr. Jepsen, Mr. Moynihan, Mr. Dixon, Mr. Riegle, Mr. Levin, Mr. Danforth, Mr. Domenici, and Mr. Andrews), S89

Cosponsors added, S838, S1087, S1172, S1463, S1626, S1753, S1957, S2018, S2218, S3431

Reported with amendments (S. Rept. 98-21), S2430

S. 19—A bill to amend the Employee Retirement Income Security Act of 1974 and the Internal Revenue Code of 1954 to assure equality of economic

opportunities for women and men under retirement plans; to the Committee on Finance.
By Mr. DOLE (for himself, Mr. Long, Mr. Heinz, Mr. Danforth, and Mr. Wallop), S89
Cosponsors added, S838, S1087, S1367, S1558, S4036

S. 20—A bill to provide for a 2-year budget process, and for other purposes; to the Committee on the Budget and the Committee on Governmental Affairs, jointly, pursuant to the order of August 4, 1977, with instructions that if one committee reports, the other has 30 days of continuous session to report or be discharged.
By Mr. ROTH, S89
Cosponsors added, S3431

S. 24—A bill to provide emergency credit assistance to farmers, and for other purposes; to the Committee on Agriculture, Nutrition, and Forestry.
By Mr. HUDDLESTON (for himself, Mr. Boren, Mr. Zorinsky, Mr. Pryor, Mr. Heflin, Mr. Baucus, Mr. Bumpers, Mr. DeConcini, Mr. Exon, Mr. Glenn, Mr. Nunn, Mr. Riegle, Mr. Kennedy, Mr. Bentsen, Mr. Levin, and Mr. Burdick), S89
Cosponsors added, S924, S1172, S1238, S1463, S2802
Reported with amendments (S. Rept. 98-28), S3399

S. 32—A bill to amend title 17 of the United States Code with respect to rental, lease, or lending of sound recordings; to the Committee on the Judiciary.
By Mr. MATHIAS (for himself, Mr. Melcher, Mr. Cranston, and Mr. Baker), S90
Cosponsors added, S734, S1238, S1559, S3663

S. 50—A bill to provide access to trade remedies to small businesses, and for other purposes; to the Committee on Finance.
By Mr. COHEN (for himself and Mr. Mitchell), S90
Cosponsors added, S4036

S. 53—A bill to amend the Omnibus Crime Control and Safe Streets Act of 1968; to the Committee on the Judiciary.
By Mr. SPECTER (for himself, Mr. Heflin, Mr. Kennedy, Mr. Baucus, Mr. Biden, and Mr. Mathias), S90
Cosponsors added, S2802

S. 57—A bill to amend title 18 of the United States Code relating to the sexual exploitation of children; to the Committee on the Judiciary.
By Mr. SPECTER (for himself, Mr. Heflin, and Mrs. Hawkins), S90
Cosponsors added, S3528, S3663

S. 61—An original bill to designate a "Nancy Hanks Center" and the "Old Post Office Building" in Washington, D.C., and for other purposes; from the Committee on Environment and Public Works; placed on the calendar.
By Mr. STAFFORD, S91
Reported (no written report), S89
Passed Senate, S369
Passed House, H2489
Examined and signed in the Senate, S970
Presented to the President, S970
Examined and signed in the House, H325
Approved [Public Law 98-1], S3282

S. 89—A bill to amend the Saccharin Study and Labeling Act; to the Committee on Labor and Human Resources.
By Mr. HATCH, S91
Reported (S. Rept. 98-32), S3795

S. 102—A bill to require the Administrator of General Services to notify States of the availability of surplus real property and to convey at reduced cost certain surplus real property for public park or public recreational use to State and local governments; to the Committee on Governmental Affairs.
By Mr. PELL (for himself, Mr. Chafee and Mr. Moynihan), S92

SENATE JOINT RESOLUTIONS

S.J. Res. 1—Joint resolution proposing an amendment to the Constitution of the United States with respect to fixing the compensation of Members of the Congress; to the Committee on the Judiciary.
By Mr. LONG (for himself, Mr. Baker, Mr. Chiles, Mr. Cranston, Mr. Dole, and Mr. Moynihan), S95
Cosponsors added, S1753, S8467, S9345

S.J. Res. 3—Joint resolution to amend the Constitution to establish legislative authority in Congress and the States with respect to abortion; to the Committee on the Judiciary.
By Mr. HATCH (for himself, Mr. Nickles, Mr. Boschwitz, Mr. Denton, Mr. Zorinsky, Mr. Humphrey, and Mr. Eagleton), S95
Cosponsors added, S1088, S5803, S5887, S6759, S8923, S9186
Reported with amendments (S. Rept. 98-149), S7798
Debated, S9076, S9249, S9264, S9265, S9303, S9581
Failed of passage under suspension of the rules, S9310

NOTES

22. SENATE AND HOUSE JOURNALS

GENERAL RULES

The Journals are set in 8 point on 9-point body (except votes, which are 6 point on 7-point body and appear in columns), Record measure, and as a rule Record style prevails.

Messages from the President are set in 8 point, and extracts in same are quoted.

Abbreviate States as provided in rule 9.13, except in amendments, which must be set bill style.

In amendments, matter stricken out must be set in roman, quoted; and matter inserted must be set in italic, bill style. Amendment of title of bill is set in roman, bill style, quoted, unless part of all amended and italicized bill. (Same applies in conference report.)

Omit comma between name of Senator or Representative and State in duplicate names, thus: Mr. Sarbanes of Maryland.

In the Journals names of Members are set in caps or in caps and small caps as in the Record.

For abbreviations of bills, resolutions, etc., see rule 9.42.

Indented matter will be the same as in the bills except the indentions will be in 1-em increments, instead of bill style which is 2-em increments.

Except for first day of session (Senate Journal), each new day will be separated by an F dash and 2 inches of space.

The bold dateline in the House Journal carries the session number enclosed in parenthesis. Each item within that day carries a bold paragraph symbol, the day of session, a point, and the item number. The paragraph symbol and the item number will print as ears on each page.

SENATE

[Observe punctuation and paragraphing]

Senate, House Journals

WEDNESDAY, JUNE 23, 1982

(Legislative day of Tuesday, June 8, 1982)

The PRESIDENT pro tempore called the Senate to order at 9 o'clock and 30 minutes a.m., and the Chaplain offered a prayer.

THE JOURNAL

On motion by Mr. BAKER, and by unanimous consent,

The Journal of the proceedings of Tuesday, June 22, 1982, was approved.

ENROLLED BILL SIGNED

The Secretary reported that he had examined and found truly enrolled the bill (S. 1519) to designate certain national wildlife refuge lands.

The PRESIDENT pro tempore signed the same.

AUTHORITY FOR CERTAIN COMMITTEES TO MEET

On motion by Mr. BAKER, and by unanimous consent,

Ordered, That the following committees be authorized to meet during the sessions of the Senate indicated:

The Committee on Agriculture, Nutrition, and Forestry, at 10 o'clock a.m. today and at 2 o'clock p.m. tomorrow, relative to the food stamp program.

RECOGNITION OF MR. CHILES

Pursuant to the order of yesterday,

Mr. CHILES was recognized; and concluded his remarks.

TRANSACTION OF ROUTINE MORNING BUSINESS

Pursuant to the order of yesterday,

The Senate proceeded to the transaction of routine morning business.

PROPOSED RESCISSION AND PROPOSED DEFERRAL

The PRESIDENT pro tempore laid before the Senate the following message from the President of the United States; which, together with accompanying reports, pursuant to the order of January 30, 1975, was referred jointly to the Committee on Appropriations, the Committee on the Budget, and the Committee on Energy and Natural Resources:

To the Congress of the United States:

In accordance with the Impoundment Control Act of 1974, I herewith report a proposal to rescind $8 million in budget authority previously provided to the Office of the Federal Inspector of the Alaska Natural Gas Transportation System. In addition, I am reporting a new deferral of $3.6 million in funds appropriated to the Office of the Solicitor and Office of the Secretary of the Department of the Interior.

The details of the rescission proposal and deferral are contained in the attached report.

RONALD REAGAN.

THE WHITE HOUSE, *June 23, 1982.*

REPORTS OF COMMITTEES

The following reports were submitted:

By Mr. PACKWOOD, from the Committee on Commerce, Science, and Transportation, with amendments:

H.R. 3816. An act to improve the operation of the fishermen's contingency fund established to compensate commercial fishermen for damages resulting from oil and gas exploration, development, and production in areas of the Outer Continental Shelf.

By Mr. THURMOND, from the Committee on the Judiciary, with an amendment:

S. 1880. An act to amend the manufacturing clause of the copyright law.

By Mr. THURMOND, from the Committee on the Judiciary, with amendments and an amendment to the title:

S.J. Res. 183. Joint resolution to authorize and request the President to issue a proclamation designating October 19 through October 25, 1982, as "Lupus Awareness Week."

INTRODUCTION OF BILLS AND JOINT RESOLUTIONS

The following bills and joint resolutions were introduced, read the first and second times by unanimous consent, and referred, placed on the calendar, held at the desk, or acted upon, as indicated:

By Mr. HART:

S. 2663. A bill to authorize a national program of improving the quality of education; to the Committee on Labor and Human Resources.

By Mr. HATCH (for himself, Mr. THURMOND, Mr. DECONCINI, Mr. GRASSLEY, Mr. LEAHY, and Mr. MATHIAS):

S. 2671. A bill to provide for the establishment of a Commission on the Bicentennial of the Constitution; to the Committee on the Judiciary.

The Speaker of the House of Representatives having signed two enrolled bills, viz, S. 1881 and H.R. 5622, I am directed to bring the same to the Senate for the signature of its President.

Resolved by the House of Representatives (the Senate concurring), That the final report of the Select Committee on Foreign Aid be printed as a House document, and that five thousand additional copies of volume I be printed, of which three thousand copies shall be for the use of the House of Representatives, to be distributed by the House folding room and two thousand copies shall be for the use of the Select Committee on Foreign Aid.

When said concurrent resolution was considered,

The following amendments, recommended by the Committee on House Administration, were agreed to:

[Do not close italic insert with a period unless it is part of the amendment.]

Page 1, line 2, after "That", insert *there be printed six thousand five hundred copies of*

Page 1, line 3, strike out "be printed as a House document and" and insert *(House Report Numbered 1845)*

Page 1, line 4, strike out "that five thousand additional copies of volume I be printed".

Page 1, line 6, strike out "Representatives to be distributed by the House" and insert *Representatives,*

The following amendments, recommended by the Committee on Ways and Means, were agreed to:

Page 1, line 6, strike out "July 1, 1956" and insert *April 1, 1956*

Page 2, line 2, strike out "July 1956" and insert *April 1956*

The bill, as amended, was ordered to be engrossed and read a third time, was read a third time by title, and passed.

[Note use of roman type and quotes for title amendment.]

By unanimous consent, the title was amended so as to read: "A bill to provide wage credits under title II of the Social Security Act for military service before April 1956, and to permit application for lump-sum benefits under such title to be made within two years after interment or reinterment in the case of servicemen dying overseas before April 1956".

The following amendments, recommended by the Committee on House Administration, were agreed to:

Line 1, after "That", insert *effective January 4, 1955,*

Line 2, strike out "H. Res. 88" and insert: *H. Res. 118*

The title was amended so as to read: "A resolution to provide funds for studies and investigations to be conducted pursuant to H. Res. 118".

ORDER FOR TRANSACTION OF ROUTINE MORNING BUSINESS

On motion by Mr. Baker, and by unanimous consent,

Ordered, That today, after the recognition of Senators under special orders, there be a period for the transaction of routine morning business for not to exceed 30 minutes, during which Senators may speak for not to exceed 5 minutes each.

ORDERS FOR RECESS OR ADJOURNMENT UNTIL 9:30 A.M. TOMORROW, AND FROM TOMORROW UNTIL 11 A.M. NEXT TUESDAY

On motion by Mr. Baker, and by unanimous consent,

Ordered, That when the Senate concludes its business today, it recess or adjourn until 9:30 o'clock a.m. tomorrow.

Ordered further, That when the Senate concludes its business tomorrow, it recess or adjourn until 11 o'clock a.m. next Tuesday (June 29, 1982).

BILL H.R. 6645 PLACED ON CALENDAR

On motion by Mr. Baker, and by unanimous consent,

Ordered, That the pending bill (H.R. 6645) making urgent supplemental appropriations for the fiscal year ending September 30, 1982, and for other purposes, be placed on the calendar.

ENERGY POLICY AND CONSERVATION ACT EXTENSION

On the request of Mr. Baker,

The PRESIDING OFFICER (Mr. Warner in the chair) laid before the Senate the amendment (in the nature of a substitute) received from the House of Representatives for concurrence to the text of the bill (S. 2332) to amend the Energy Policy and Conservation Act to extend certain authorities relating to the International Energy Program, to provide for the Nation's energy emergency preparedness, and for other purposes, together with the amendment to the title thereof, providing that the same read: "An Act to amend the Energy Policy and Conservation Act to extend certain authorities relating to the international energy program, and for other purposes".

On motion by Mr. Baker,

Resolved, That the Senate disagree to the amendments of the House of Representatives to the bill, and ask a conference with the House on the disagreeing votes of the two Houses thereon.

Ordered, That the conferees on the part of the Senate be appointed by the Presiding Officer; and

The PRESIDING OFFICER appointed Mr. McClure, Mr. Weicker, Mr. Warner, Mr. Jackson, Mr. Johnston, Mr. Ford, and Mr. Metzenbaum.

MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Berry, one of its clerks:

Mr. President: The Speaker of the House of Representatives having signed two enrolled bills, viz, H.R. 1482 and H.R. 3863, I am directed to bring the same to the Senate for the signature of its President.

ENROLLED BILLS SIGNED

The Secretary reported that he had examined and found truly enrolled the following bills:

H.R. 1482. An act for the relief of Christina Boltz Sidders; and

H.R. 3863. An act to amend the Poultry Inspection Act to increase the number of turkeys which may be slaughtered and processed without inspection under such act, and for other purposes.

The VICE PRESIDENT signed the same.

RECOGNITION OF CERTAIN SENATORS

Pursuant to the order of yesterday,

The following Senators were recognized; and concluded their remarks: Mr. Cohen, Mr. Levin, and Mr. Bumpers.

MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Gregory, one of its clerks:

Mr. President: The House of Representatives has passed the following bills and joint resolution, in which it requests the concurrence of the Senate:

H.R. 5879. An act to amend chapter 2 of title IV of the Immigration and Nationality act to extend for 1 year the authorization of appropriations for refugee assistance, and for other purposes;

H.R. 6681. An act to authorize humanitarian assistance for the people of Lebanon; and

HOUSE BILL REFERRED

The bill H.R. 5879, received from the House of Representatives for concurrence, was read the first and second times, by unanimous consent, and referred to the Committee on the Judiciary.

RECOGNITION OF MR. CHILES

Pursuant to the order of yesterday,

Mr. CHILES was recognized; and concluded his remarks.

TRANSACTION OF ROUTINE MORNING BUSINESS

Pursuant to the order of today,

The Senate proceeded to the transaction of routine morning business.

PETITIONS AND MEMORIALS

The following petitions and memorials were laid before the Senate, and were referred or ordered to lie on the table, as indicated:

POM-973. A resolution adopted by the House of Representatives of the State of Michigan urging Congress to maintain current funding for the National Center on Child Abuse and Neglect; to the Committee on Appropriations.

POM-974. A resolution adopted by the House of Representatives of the State of Oklahoma urging Congress to direct that a ship be named in honor of the State of Oklahoma; to the Committee on Armed Services.

POM-975. A joint resolution adopted by the Legislature of the State of California supporting amendment of the Mortgage Subsidy Bond Tax Act of 1980 to permit interim financing of any duration obtained by a Cal-Vet purchaser to qualify under that act for refinancing with Cal-Vet bond funds; to the Committee on Banking, Housing, and Urban Affairs.

COMMENDATION OF PHILIP A. LOOMIS, JR.

Mr. GARN (for himself, Mr. Tower, Mr. D'Amato, Mr. Proxmire, and Mr. Sarbanes) submitted a resolution (S. Res. 417) commending Philip A. Loomis, Jr.

The Senate proceeded, by unanimous consent, to consider the resolution.

The question being on agreeing to the resolution.

After debate,

No amendment being proposed,

The resolution was agreed to, together with the accompanying preamble.

On motion by Mr. Garn to reconsider the vote agreeing to the resolution.

On motion by Mr. Baker,

The motion to reconsider was laid on the table.

TEMPORARY INCREASE IN PUBLIC DEBT LIMIT

Under the authority of the order of yesterday,

On the request of Mr. Baker,

The PRESIDING OFFICER (Mr. Gorton in the chair) laid before the Senate the joint resolution (H.J. Res. 519) to provide for a temporary increase in the public debt limit, received from the House of Representatives for concurrence, which was deemed read the first and second times.

MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Berry, one of its clerks:

Mr. President: The House of Representatives has passed the bill (S. 2332) to amend the Energy Policy and Conservation Act to extend certain authorities relating to the international energy program, to provide for the Nation's energy emergency preparedness, and for other purposes, with amendments, in which it requests the concurrence of the Senate.

The House has receded from its amendment to the amendment of the Senate numbered 62 to the bill (H.R. 5922) making urgent supplemental appropriations for the fiscal year ending September 30, 1982, and for other purposes, and has agreed thereto.

The Senate resumed the consideration of the joint resolution H.J. Res. 519.

The question being on the passage of the joint resolution.

Pending debate,

On motion by Mr. Chafee,

The yeas and nays, being desired by one-fifth of the Senators present, were ordered on the question of the passage of the joint resolution.

After debate,

No amendment being proposed,

Ordered, That the joint resolution be read a third time.

The joint resolution was read the third time, by unanimous consent.

On the question, Shall the joint resolution pass?

It was determined in the affirmative .... { Yeas ... 49
Nays ... 39

[No. 198 Leg.]

Senators who voted in the affirmative are—

Abdnor
Andrews
Baker
Bentsen
Boschwitz
Burdick
Chafee
Cochran
Cohen
D'Amato
Danforth
Denton
Dole
Domenici
Durenberger
Eagleton
East
Garn
Gorton
Hatfield
Hawkins
Hayakawa
Jackson
Kassebaum
Kasten
Laxalt
Levin
Long
Lugar
Mathias
McClure
Murkowski
Packwood
Pell
Percy
Pressler
Quayle
Roth
Rudman
Schmitt
Simpson
Specter
Stennis
Stevens
Thurmond
Tower
Wallop
Warner
Weicker

Senators who voted in the negative are—

Armstrong
Baucus
Biden
Boren
Bradley
Chiles
DeConcini
Dixon
Dodd
Exon
Ford
Glenn
Grassley
Hart
Heflin
Helms
Hollings
Huddleston
Humphrey
Inouye
Jepsen
Kennedy
Leahy
Matsunaga
Mattingly
Melcher
Metzenbaum
Mitchell
Moynihan
Nickles
Nunn
Proxmire
Randolph
Riegle
Sarbanes
Sasser
Symms
Tsongas
Zorinsky

So it was

Resolved, That the joint resolution do pass.

On motion by Mr. Baker to reconsider the vote on the passage of the joint resolution.

On motion by Mr. Chafee,

The motion to reconsider was laid on the table.

REPORTS OF COMMITTEES

The following reports were submitted:

By Mr. THURMOND, from the Committee on the Judiciary, with amendments:

S. 1739. A bill to amend the Military Personnel and Civilian Employees' Claims Act of 1964 to increase from $15,000 to $25,000 the maximum amount that the United States may pay in settlement of a claim under that Act (Rept. No. 97-482).

By Mr. HELMS, from the Committee on Agriculture, Nutrition, and Forestry:

H.R. 6590. An act to provide for the operation of the tobacco price support and production adjustment program in such a manner as to result in no net cost to taxpayers, to limit increases in the support price for tobacco, and for other purposes.

INTRODUCTION OF BILLS AND JOINT RESOLUTIONS

The following bills and joint resolutions were introduced, read the first and second times by unanimous consent, and referred, placed on the calendar, held at the desk, or acted upon, as indicated:

By Mr. LEVIN (for himself, Mr. COHEN, and Mr. KASTEN):

S. 2674. A bill to amend title II of the Social Security Act to require a finding of medical improvement when disability benefits are terminated, to provide for a review and right to personal appearance prior to termination of disability benefits, to provide for uniform standards in determining disability, to provide continued payment of disability benefits during the appeals process, and for other purposes; to the Committee on the Judiciary.

SUBMISSION OF CONCURRENT RESOLUTIONS AND (SIMPLE) RESOLUTIONS

The following concurrent resolutions and (simple) resolutions were submitted, and referred, placed on the calendar, held at the desk, or acted upon, as indicated:

By Mr. ARMSTRONG (for himself, Mrs. HAWKINS, Mr. THURMOND, Mr. MATTINGLY, Mr. HELMS, Mr. SYMMS, and Mr. KASTEN):

S. Con. Res. 109. Concurrent resolution expressing the sense of the Congress that legislation should be passed in order to make the Government Printing Office more cost-effective and efficient; to the Committee on Governmental Affairs.

By Mr. TSONGAS (for himself, Mrs. KASSEBAUM, Mr. KENNEDY, Mr. MOYNIHAN, Mr. D'AMATO, Mr. LEVIN, Mr. DODD, Mr. SARBANES, Mr. INOUYE, and Mr. CRANSTON):

S. Con. Res. 110. Concurrent resolution expressing the sense of the Congress respecting the Secretary of State's recommending continuing extended voluntary departure status for Ethiopian nationals in the United States; to the Committee on the Judiciary.

ORDERS FOR RECESS UNTIL 11 A.M. TOMORROW, AND FOR PROGRAM

On motion by Mr. BAKER, and by unanimous consent,

Ordered, That when the Senate concludes its business today, it recess until 11 o'clock a.m. tomorrow.

Ordered further, That on tomorrow, after the recognition of the majority and minority leaders, the following Senators be recognized for not to exceed 15 minutes each: Mr. COHEN, Mr. LEVIN, Mr. BUMPERS, and Mr. CHILES.

AUTHORITY FOR CERTAIN MOTIONS DURING RECESS

On motion by Mr. BAKER, and by unanimous consent,

Ordered, That during the recess of the Senate following the conclusion of business today until 11 o'clock a.m. tomorrow, the Secretary of the Senate be authorized to receive messages from the House of Representatives, and that the Vice President and the President pro tempore be authorized to sign duly enrolled bills and joint resolutions.

[Note the use of the F dash and 2 inches of space ending each day's proceedings. This space is used for any additions that may be made to the proceedings.]

RECESS

On motion by Mr. BAKER,

At 7 o'clock and 59 minutes p.m.,

The Senate, under its order of today, recessed until 11 o'clock a.m. tomorrow.

THURSDAY, JUNE 24, 1982

(Legislative day of Tuesday, June 8, 1982)

The PRESIDENT pro tempore called the Senate to order at 11 o'clock a.m., and the Chaplain offered a prayer.

THE JOURNAL

On motion by Mr. GARN, and by unanimous consent,

The Journal of the proceedings of Wednesday, June 23, 1982, was approved.

MESSAGE FROM THE HOUSE RECEIVED DURING RECESS

Under the authority of the order of Wednesday, June 23, 1982,

HOUSE

[Observe the punctuation and paragraphing and that datelines are set in Century bold caps centered. Follow Record style in the treatment of names of Members of Congress.]

MONDAY, JUNE 21, 1982 (72)

¶72.1 The House was called to order by the Speaker pro tempore, Mr. WRIGHT, who laid before the House the following communication:

WASHINGTON, DC,
June 17, 1982.

I hereby designate the Honorable JIM WRIGHT to act as Speaker pro tempore on Monday, June 21, 1982.

THOMAS P. O'NEILL, Jr.,
Speaker, House of Representatives.

¶72.2 APPROVAL OF THE JOURNAL

The SPEAKER pro tempore, Mr. WRIGHT, announced he had examined and approved the Journal of the proceedings of Thursday, June 17, 1982.

Pursuant to clause 1, rule I, the Journal was approved.

¶72.3 COMMUNICATIONS

Executive and other communications, pursuant to clause 2, rule XXIV, were referred as follows:

4189. A communication from the President of the United States, transmitting proposed supplemental appropriations for the fiscal year 1982 and an amendment to the request for appropriations for the fiscal year 1983 for the Department of the Treasury (H. Doc. No. 97-201); to the Committee on Appropriations and ordered to be printed.

4190. A letter from the Acting Director, Defense Security Assistance Agency transmitting a report on the impact on U.S. readiness of the Navy's proposed sale of certain defense equipment to the United Kingdom (Transmittal No. 82-69), pursuant to section 813 of Public Law 94-106; to the Committee on Armed Services.

[Use the following form if only one executive communication is transmitted:]

An executive communication, pursuant to clause 2, rule XXIV, was referred as follows:

¶72.4 MESSAGE FROM THE SENATE

A message from the Senate by Mr. Sparrow, one of its clerks, announced that the Senate had passed with an amendment in which the concurrence of the House is requested, a bill of the House of the following title:

H.R. 3112. An act to amend the Voting Rights Act of 1965 to extend the effect of certain provisions, and for other purposes.

¶72.5 CONSENT CALENDAR

Pursuant to clause 4, rule XIII,

The SPEAKER pro tempore, Mr. WRIGHT, directed the Consent Calendar to be called.

When,

¶72.6 BILL PASSED

By unanimous consent, the Committee of the Whole House on the State of the Union was discharged from further consideration of the bill of the Senate of the following title, when said bill was considered, read twice, ordered to be read a third time, was read a third time by title, and passed:

S. 1519. A bill to designate certain national wildlife refuge lands.

Ordered, That the Clerk notify the Senate thereof.

¶72.7 BILL PASSED OVER

By unanimous consent, the bill of the following title was passed over without prejudice and retained its place on the Consent Calendar:

H.R. 5081. A bill to declare that the United States holds certain lands in trust for the Washoe Tribe of Nevada and California and to transfer certain other lands to the administration of the United States Forest Service.

¶72.8 COMMUNICATION FROM THE CLERK—MESSAGE FROM THE PRESIDENT—ADMINISTRATION ON AGING

The SPEAKER pro tempore, Mr. WRIGHT, laid before the House a communication, which was read as follows:

WASHINGTON, DC,
June 21, 1982.

Hon. THOMAS P. O'NEILL, Jr.,
Speaker, House of Representatives,
Washington, D.C.

DEAR MR. SPEAKER: Pursuant to the permission granted in the Rules of the House of Representatives, I have the honor to transmit a sealed envelope from The White House, received in the Clerk's Office at 1:25 p.m. on Friday, June 18, 1982 and said to contain a Message from the President wherein he transmits the 1981 Annual Report of the Administration on Aging of the Department of Health and Human Services.

With kind regards, I am,

Sincerely,
EDMUND L. HENSHAW, Jr.,
Clerk, House of Representatives.

Mr. HOPKINS demanded a second.

By unanimous consent, a second was considered as ordered.

After debate,

The question being put, viva voce,

Will the House suspend the rules and pass said bill, as amended?

Ordered, That the Clerk request the concurrence of the Senate in said bill.

¶72.9 MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Saunders, one of his secretaries.

¶72.10 WAIVING CERTAIN POINTS OF ORDER AGAINST THE CONFERENCE REPORT ON H.R. 5922

Mr. LONG of Louisiana, by direction of the Committee on Rules, called up the following resolution (H. Res. 502):

Resolved, That upon the adoption of this resolution it shall be in order, section 311(a) of the Congressional Budget Act of 1974 (Public Law 93-344) to the contrary notwithstanding, to consider the conference report on the bill (H.R. 5922) making urgent supplemental appropriations for the fiscal year ending September 30, 1982, and for other purposes, to consider any amendment reported from said conference in disagreement, and to consider any motion to dispose of any of said amendments which the managers have stated their intention in the joint statement of managers to offer. It shall be in order to consider a motion to recede and to concur in Senate amendment numbered 62, reported from conference in disagreement, with an amendment printed in the Congressional Record of June 15, 1982, by Representative FAZIO, and all points of order against said amendment for failure to comply with the provisions of clause 7, rule XVI, are hereby waived.

Mr. BARNES moved to recommit the bill (H.R. 9999) to the Committee on Appropriations with instructions to report the same back forthwith, with the following amendment:

On page 24, lines 8 to 17, strike out the first proviso, and insert *Provided, That the Director of the Budget finds it necessary to meet increased costs*

On motion of Mr. MITCHELL, by unanimous consent, the previous question was ordered on the motion to recommit.

The question being put, viva voce, Will the House recommit said bill?

The motion to recommit was not agreed to.

The question being put, viva voce, Will the House pass said bill?

So the bill was passed.

A motion to reconsider the vote whereby said bill was passed was, by unanimous consent, laid on the table.

AMENDMENTS

When said resolution was considered,

The following amendments, recommended by the Committee on House Administration, were agreed to:

Line 1, strike out "affective" and insert *effective*

Line 4, strike out "$5,000" and insert *$2,500*

The resolution, as amended, was then agreed to.

A motion to reconsider the vote whereby said resolution, as amended was agreed to was, by unanimous consent, laid on the table.

The House then proceeded to the consideration of the following amendments of the Senate in disagreement (Nos. 7, 7½, 11, 13, 32, 46, 52, 54, 56, 63, 74, 76, 77, and 85):

Senate amendment No. 7: Page 10, line 10, after "responsibility", insert *: Provided further, That not to exceed $2,700,000 of the amount herein appropriated may be transferred to the Department of the Navy*

Senate amendment No. 7½: Page 10, line 10, after "responsibility", insert *: Provided further, That no part of this appropriation or contract authorization shall be used—*

> *(A) to start any new construction project for which an estimate was not included in the budget for the current fiscal year; or*
>
> *(B) to start any new construction project the currently estimated cost of which exceeds the estimated cost included therefor in such budget;*

unless the Director of the Bureau of the Budget specifically approves the start of such construction project;

The committee of conference on the disagreeing votes of the two Houses on the amendment of the House to the bill (S. 1479) to discontinue the operation of village delivery service in second-class post offices, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the House recede from its disagreement to the amendments of the Senate numbered 1, 3, 5, 6, 9, 19, 23, 25, 26, 27, 29, 30, 31, 33, 35, 37, 38, 39, 40, 46, 48, 49, 50, 53, 55, 56, 59, 63, 77, 83, 84, and 85, and agree to the same.

Amendment numbered 2: That the House recede from its disagreement to the amendment of the Senate numbered 2, and agree to the same with an amendment as follows: In lieu of the matter inserted by said amendment insert the following: *including not to exceed $2,365 for necessary per diem and traveling expenses in connection therewith*; and the Senate agree to the same.

The committee of conference report in disagreement amendments numbered 8, 10, 11, 12, 13, 14, 15, 16, 18, 32, 54, 60, 62, 79, 80, and 87.

That the Senate recede from its disagreement to the amendment of the House.

AUGUSTUS F. HAWKINS
(except as to
amendment No. 3),
MICHAEL D. BARNES,
BARBARA A. MIKULSKI,
Managers on the Part of the House.
CLAIBORNE PELL,
ROBERT C. BYRD,
JOHN GLENN,
Managers on the Part of the Senate.

A quorum not being present,

The roll was called under clause 4, rule XV, and the call was taken by electronic device.

When there appeared { Yeas ... 257
Nays ... 155

¶72.11

[Roll No. 146]

YEAS—347

Akaka
Alexander
Anderson
Andrews
Annunzio
Anthony
Archer
Ashbrook
Aspin
AuCoin
Bailey (PA)
Bedell
Benedict
Bennett
Bereuter
Bethune
Bevill
Bingham
Blanchard
Bliley
Boner
Bonker
Brinkley
Brooks
Brown (CO)
Broyhill
Butler
Byron
Campbell
Carman
Carney
Cheney
Clinger
Coats
Coleman
Collins (TX)
Conable
Conte
Corcoran
Coughlin
Courter

When said resolution was considered.

After debate,

On motion of Mr. Long of Louisiana, the previous question was ordered on the resolution its adoption or rejection.

The question being put, viva voce,

Will the House agree to said resolution?

Mr. DANNEMEYER demanded that the vote be taken by the yeas and nays, which demand was supported by one-fifth of the Members present, so the yeas and nays were ordered.

The vote was taken by electronic device.

It was decided in the affirmative .... { Yeas ... 257
Nays ... 155

¶72.12

[Roll No. 147]

YEAS—337

Addabbo
Akaka
Albosta
Alexander
Anderson
Annunzio
Fascell
Fazio
Fenwick
Ferraro
Fiedler
Fields
Martin (NY)
Martinez
Mavroules
Mazzoli
McClory
McCloskey

The SPEAKER pro tempore, Mr. Brooks, laid before the House a message from the President, which was read as follows:

To the Congress of the United States:

In accordance with the Magnuson Fishery Conservation and Management Act of 1976 (Public Law 94-265; 16 U.S.C. 1801), I transmit herewith an exchange of diplomatic notes, together with the present agreement, extending the governing international fishery agreement between the United States and Poland, signed at Washington on August 2, 1976, until July 1, 1983. The exchange of notes together with the present agreement constitute a governing international fishery agreement within the requirements of section 201(c) of the act.

I urge that the Congress give favorable consideration to this extension at an early date. Several U.S. fishing interests have urged prompt consideration of this agreement, and I therefore recommend that the Congress consider issuance of a joint resolution to bring this agreement into force before the agreement expires on July 1, 1982.

Ronald Reagan.

The White House, *June 21, 1982.*

By unanimous consent, the message, together with the accompanying papers, was referred to the Committee on Merchant Marine and Fisheries and ordered to be printed (H. Doc. 97-200).

¶72.13 REFUGEE ASSISTANCE

On motion of Mr. Mazzoli, pursuant to House Resolution 499, the House resolved itself into the Committee of the Whole House on the State of the Union for the consideration of the bill (H.R. 5879) to amend the Immigration and Nationality Act to extend for 3 years the authorization for appropriations for refugee assistance, to make certain improvements in the operation of the program, and for other purposes; and after some time spent therein,

The SPEAKER pro tempore, Mr. Sam B. Hall, Jr., assumed the chair.

When Mr. Brinkley, Chairman, reported that the Committee, having had under consideration said bill, had come to no resolution thereon.

And then,

¶72.14 ADJOURNMENT

On motion of Mr. MAZZOLI, at 2 o'clock and 10 minutes p.m., the House adjourned.

¶72.15 REPORTS OF COMMITTEE ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

[Pursuant to the order of the House of June 17, 1982, the following report was filed on June 18, 1982]

Mr. DE LA GARZA: Committee on Agriculture. H.R. 6590. A bill to provide for the operation of the tobacco price support and production adjustment program in such a manner as to result in no net cost to taxpayers, to limit increases in the support price for tobacco, and for other purposes; with an amendment (Rept. No. 97-613). Referred to the Committee of the Whole House on the State of the Union.

Mr. DINGELL: Committee on Energy and Commerce. H.R. 5447. A bill to extend the Commodity Exchange Act, and for other purposes; with amendments (Rept. No. 97-565, Pt. II). Referred to the Committee of the Whole House on the State of the Union.

¶72.16 PUBLIC BILLS AND RESOLUTIONS

Under clause 5 of rule X and clause 4 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. EVANS of Iowa:

H.R. 6642. A bill to provide that lands set aside or diverted must lie within contiguous counties; to the Committee on Agriculture.

By Mr. FISH:

H.R. 6643. A bill entitled the "Mass Transportation Act of 1982"; to the Committee on Public Works and Transportation.

H.J. Res. 515. Joint resolution designating July 1, 1982, as "Camp Smith Centennial Day"; to the Committee on Post Office and Civil Service.

¶72.17 MEMORIALS

Under clause 4 of rule XXII, 413. The SPEAKER presented a memorial of the Senate of the State of Alaska, relative to Alaska canned salmon; to the Committee on Foreign Affairs.

By Mr. TRIBLE:

H.R. 6615. A bill to amend the Impoundment Control Act of 1974 respecting the rescission of budget authority; to the Committee on Rules.

By Mr. SABO (for himself, Mr. GINGRICH, Mr. LEHMAN, Mr. DOUGHERTY, Mr. GRAY, Mr. FAZIO, Mr. RATCHFORD, Mr. GEJDENSON, Mrs. KENNELLY, Mr. OBERSTAR, Mr. MILLER of California, Mr. HOYER, and Ms. FERRARO):

H.R. 6616. A bill to amend the Internal Revenue Code of 1954 to provide an exclusion from gross income for that portion of a governmental pension received by an individual which does not exceed the maximum amount payable as benefits under title II of the Social Security Act minus the amount of any such benefits, actually received by such individual, and for other purposes; to the Committee on Ways and Means.

¶72.18 MEMORIALS

Under clause 4 of rule XXII, memorials were presented and referred as follows:

410. By the SPEAKER: Memorial of the Legislature of the State of California, relative to the KTW bullet; to the Committee on the Judiciary.

411. Also, memorial of the Legislature of the State of Delaware, relative to jurisdictions of Federal courts; to the Committee on the Judiciary.

412. Also, memorial of the Legislature of the State of California, relative to veterans' farm and home loan bonds; to the Committee on Ways and Means.

¶72.19 REPORTED BILLS SEQUENTIALLY REFERRED

Under clause 5 of rule X, bills and reports were delivered to the Clerk for printing, and bills referred as follows:

Mr. JONES of North Carolina: Committee on Merchant Marine and Fisheries. H.R. 4374. A bill to improve the international ocean commerce transportation system of the United States; with an amendment. Referred to the Committee on the Judiciary for a period ending not later than July 30, 1982, for consideration of such provisions of the bill and amendment as fall within that committee's jurisdiction under clause 1(m), rule X (Rept. No. 97-611, Pt 1). Ordered to be printed.

¶72.20 PUBLIC BILLS AND RESOLUTIONS

Under clause 5 of rule X and clause 4 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. ZABLOCKI (by request):

H.R. 6603. A bill to authorize the President to furnish emergency assistance to alleviate the human suffering arising from the strife in Lebanon; to the Committee on Foreign Affairs.

By Mr. BEDELL (for himself and Mr. Reuss):

H.R. 6604. A bill to discourage tax-motivated corporate acquisitions by eliminating certain tax benefits which may be derived through such acquisitions; to the Committee on Ways and Means.

By Mr. DICKINSON (for himself, Mr. Brinkley, Mr. Edwards of Alabama, Mr. Flippo, Mr. Gingrich, Mr. Ginn, Mr. Hatcher, Mr. Nichols, Mr. Shelby, and Mr. Smith of Alabama):

H.R. 6609. A bill to authorize and direct the Secretary of the Army, acting through the Chief of Engineers, to remove obstructions to navigation from the Apalachicola-Chattahoochee-Flint waterway system, Alabama, Florida, and Georgia, and to maintain the authorized navigable depths of the system, and for other purposes; to the Committee on Public Works and Transportation.

¶72.21 ADDITIONAL SPONSORS

Under clause 4 of rule XXII, sponsors were added to public bills and resolutions as follows:

H.R. 4433: Mr. Nelligan.

H.R. 4890: Mr. Shelby.

H.R. 5525: Mr. Bliley, Mr. Weber of Ohio, and Mr. Kogovsek.

H.R. 5583: Mr. Lowry of Washington.

H.R. 5608: Mr. Wolpe and Mrs. Kennelly.

H.R. 5653: Mr. Skeen, Mr. Anderson, Mr. Seiberling, Mr. Hance, Mrs. Schneider, and Mr. McKinney.

H.R. 5969: Mr. Gray, Mr. Huckaby, Mr. Stokes, and Mrs. Collins of Illinois.

¶72.22 PETITIONS, ETC.

Under clause 1 of rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

488. The SPEAKER presented a petition of the board of directors of the Steel Valley School District, Munhall, PA., relative to steel import limitations; to the Committee on Ways and Means.

23. NOMINATIONS, REPORTS, HEARINGS

NOMINATIONS

GENERAL RULES

Nominations are picked up from the Record and converted by format change to conform to the style of the nominations.

Both regular and advance nominations are set 28½ picas wide and are made up to a maximum depth of 64 picas.

All nominations take a nomination number which is set in 10-point Century with a right-hand (closing) bracket only and placed flush left in the upper left-hand corner.

Regular nominations take current date, but the legislative day is added only when necessary. Advance nominations do not carry a date. (Sample of each form is shown on following pages.)

In withdrawals, follow the date on copy and also the wording of the dateline.

Spell everything except year, day of month, section, page, paragraph numbers, and any serial number where the word *numbered* is used or implied.

Omit the words *I nominate* in all nominations, no matter how or where written in copy.

Those that are to be grouped (a number of names printed as one nomination) are nominations to or promotions in the Coast Guard, Coast and Geodetic Survey, Public Health Service, military service, naval service, and consular service (except where consul, minister, or ambassador is named to a specific country).

If nomination contains an explanatory note, enclose note in parentheses and place just before the blank dateline at bottom.

Single or multiple nominations for Air Force, Army, Navy, and Marine Corps promotions to rank of general (admiral, Navy) and civilian are set in 10-point Century full-measure (28½-pica) paragraph style.

All nominations for military appointments from the rank of second lieutenant (ensign, Navy) up to and including that of lieutenant colonel (commander, Navy) are set in 7-point Ionic on 8-point body.

If name is followed by *Jr.*, *Sr.*, or *III*, set as follows: John D. Smith, Jr., John D. Smith III. If last name is printed first, set: Smith, John D., Jr., or Smith, John D., III.

Names without serial numbers are set 7 picas wide, flush left, and arranged in four columns.

Names without serial numbers, with three names spelled out, and names with serial numbers are set 14 picas wide, flush left and doubled up. No periods after name.

Because of computer limitations, when a large number of names are printed in any one category, the alphabets will be separated by an F dash.

Serial numbers with eight digits do not carry en dashes (00000000). Serial numbers with nine digits do carry en dashes (000–00–0000).

Note that the word *confirmed* is set in italic in the recommendation line. (See sample, p. 386.)

Reinstatement, *Reappointment*, or similar statement, if a sentence at the end of a nomination, is placed in parentheses.

The President's signature indicates the end of a nomination, but is printed only in a withdrawal, a withdrawal and nomination combined, or a message. The President's signature does not print in a nomination or nominations.

Capitalize the word *Arm* when synonymous with *Corps*, as Cavalry Arm, Infantry Arm, etc.

A nomination confirmed without reference to a committee is printed as a message only.

Messages

Style of messages are the same as a regular nomination except for the change of heading and signature at the end of the message. (See samples in the following pages.)

Data picked up from nominations and messages for insertion in the executive journal must be made solid except for spacing around heads. 10 points of space above and 8 points of space below 10-point heads and 8 points above and 6 points below 8-point heads.

Note the use of the words *I nominate* in paragraphs in the messages.

All regular nominations carry the words *I nominate* paragraph style. All advance nominations carry the words *I nominate* in the same manner except those from the Navy in which they are flushed right.

No less than 22 picas (one-third of a page) must be allowed for the President's signature at the end of all advance nominations and messages.

Samples of use of *I nominate:*

For list of names,

I nominate—

The following, etc.

For single nominations,

The following, etc.

For advance Navy only,

I nominate

NOTE.—See sample for Nominations not confirmed printed at the end of the year, in the following pages. Prints as a message with a special heading and is inserted in the executive journal after it is printed.

SAMPLE 1

[Regular nomination]

PN379]

NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,
SENATE OF THE UNITED STATES,
January 3, 1982.

Ordered, That the following nomination be referred to the Committee on Foreign Relations:

Louis H. Burns, Junior, of Louisiana, to be Foreign Service officer, class 5, vice Henry Mooney, resigned.

, 1982

Reported by Mr. with the

recommendation that the nomination be *confirmed.*

SAMPLE 2

[Regular nomination]

PN972]

NOMINATION REFERENCE AND REPORT

As in Executive Session,
Senate of the United States,
January 28, 1982.

Ordered, That the following nominations be referred to the Committee on Armed Services:

The following-named temporary captains of the Reserve of the U.S. Navy for permanent promotion to the grade of captain in the line and staff corps, as indicated, pursuant to the provisions of title 10, United States Code, section 5912:

LINE

Chop, Raymond E.
Coyle, Francis X.
Jackson, Harry B.
Veto, Timothy A.

MEDICAL CORPS

Barnwell, Grady G.,
Brownlow, Bradley
Novak, Edward A.,
Smith, Peter R.

The following-named temporary commanders of the Reserve of the U.S. Navy for permanent promotion to the grade of commander in the line and staff corps, as indicated, pursuant to the provisions of title 10, United States Code, section 5912.

LINE

Clough, Geoffrey A.
Dyer, Bruce P.
Isenberg, Michael
Jackson, John D.
Jacobsen, James D.
Manning, Dennis B.
Pate, James W., Jr.
Poust, Roy N.
Rawls, Hugh M., Jr.
Robinson, Welford
Schubarth, Paul T.
Shepard, Donald W.

To be lieutenant colonel

Abrams, Bernard L., 340-18-9755
Albea, John M., 411-36-3941
Albeida, Louis, 527-83-8330
Bartlett, William G., 220-32-3879
Buchanan, Millicent K., 267-42-0648
Lockwood, Richard A., 441-26-1962
Lopez, Francisco, 197-32-9099
Mortel, Demosthenes, A., 138-32-1753

The following persons for appointment as a Reserve of the Air Force, in the grade indicated, under the provisions of sections 593, title 10, United States Code.

LINE OF THE AIR FORCE

To be lieutenant colonel

Ulrich, Donald R., 151-28-7268
Webb, Dean R., Jr., 277-34-9247

The following persons for appointment as Reserve of the Air Force (ANGUS) in the grade indicated, under the provisions of sections 593 and 8351, title 10, United States Code, with a view to designation under the provisions of section 8067, title 10, United States Code, to perform the duties indicated.

MEDICAL CORPS

To be lieutenant colonel

Curry, Leon E., 256-50-6109
Davis, Henry F., 568-44-9181
Wilson, James A., 203-26-930
Wittke, Paul E., 366-36-3050

SAMPLE 3

[Regular nomination]

PN915]

NOMINATION REFERENCE AND REPORT

As in Executive Session,
Senate of the United States,
December 15 (legislative day, December 10), 1981.[1]

Ordered, That the following nominations be referred to the Committee on Armed Services:

The following officers for appointment in the Regular Air Force under the provisions of section 531, title 10, United States Code, with a view to designation under the provisions of section 8067, title 10, United States Code, to perform the duties indicated, and with grades and dates of rank to be determined by the Secretary of the Air Force in accordance with section 533, title 10, United States Code.

CHAPLAIN

Boyle, James F., 185-24-8176
Cuneo, James J., 524-44-4362
Curry, James A., 249-48-0525
Gwinn, Andrew O., 248-50-1990
Moore, Thermon E., 257-42-1393
Page, William G., 425-46-2832
Robinson, Robert E., 181-26-4741
Ross, Robert J., 033-20-6063

NURSE CORPS

Adamczyk, Leonore M., 154-28-2362
Bagley, Alvin E., 531-40-8496
Betz, Coralie S., 301-34-9251
Bishop, Mary E., 215-28-1900
Kew, James R., 014-30-4562
Kingham, Sandra K., 287-32-9185
Kulow, David S., 293-30-3797
Lagomarsino, Sarah L., 545-54-3995

The following cadet, U.S. Air Force Academy, for appointment in the Regular Air Force, under the provisions of section 9353(b) and 531, title 10, United States Code, with grade indicated and date of rank to be determined by the Secretary of the Air Force.

LINE OF THE AIR FORCE

To be second lieutenant

Sinclair, Lori A., 542-24-5579

The following persons for appointement as Reserve of the Air Force, in grade indicated, under the provisons of section 593, title 10, United States Code, with a view to designation under the provisions of section 8067, title 10, United States Code, to perform the duties indicated.

MEDICAL CORPS

To be colonel

Dunn, James R., Jr., 250-18-5397
Zimmerman, Raymond, 058-30-0850

---

[1] Note legislative day within the release date.

PN1359]

NOMINATION REFERENCE AND REPORT

SENATE OF THE UNITED STATES,[1]
August 31, 1982.
(Under authority of the order of the
Senate of August 20, 1982.)

Ordered, That the following nominations be referred to the Committee on Armed Services:

The following-named officers of the Marine Corps Reserve for permanent appointment to the grade of lieutenant colonel under provisions of title 10, United States Code, section 5912, subject to qualification therefor as provided by law:

Adamson, James C., 9727
Allen, George F., Jr., 8614
Allen, James W., III, 6998
Allen, Charles R., Jr., 8622
Ande, Robert V., 1618
Anderson, Peder A., 3820
Anderson, Ralph C., 7924
Anderson, Delane E., Jr., 6410

, 1982.

Reported by Mr. with the

recommendation that the nominations be *confirmed.*

---

[1] Note.—No Executive Session line.

SAMPLE 4

[Advance nomination]

PN426]

NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,
SENATE OF THE UNITED STATES,

[Advance nominations carry no date. Leave blank space.]

Ordered, That the following nominations be referred to the Committee on Armed Services:

The following-named (Naval Reserve Officer Training Corps) graduates for permanent appointment to the grade of second lieutenant in the Marine Corps, subject to the qualifications therefor as provided by law:

Adams, David L.
Adang, Thomas C.
Aldrige, Michael E.
Anderson, James E.
Anderson, Wilbur
Andres, Paul A.
Ellis, Dan S.
Elwood, Hugh T.
Field, Alan J.
Fleming, Ronald R.
Lilienthal, John M.
Long, Jerry E.
Lotto, James C.
Lund, Daniel E.
Roach, Jay W.
Roan, Richard W.

SAMPLE 5

WITHDRAWAL [1]

The following message from the President, withdrawing a nomination, was ordered to lie on the table:

PN436]

THE WHITE HOUSE, *January 15, 1951.*

To the Senate of the United States:

I withdraw the nomination of the following-named officer, which was submitted to the Senate on January 10, 1951:

Ordnance Department

Captain Arthur Grant Mack, Junior, Cavalry, with rank from October 19, 1950.

HARRY S. TRUMAN.

[If copy for this form shows reference to a committee, leave off the reference. If there is more than one withdrawal, make the head and following paragraph read in the plural. The head and the paragraph go at beginning of first withdrawal only.]

SAMPLE 6

MESSAGES [2]

[Observe the forms of *I nominate.* The messages are made up from the Nomination Reference and Report forms and carry no display heading. A 3-inch "sink" is put at top of first page.

[In Armed Services advance messages, use the following form when in copy: Par. 1. I nominate Joseph Banks, etc.]

421]

THE WHITE HOUSE, *October 10, 1982.*

To the Senate of the United States:

I nominate—

The following-named Air National Guard of the United States officers for promotion in the Reserve of the Air Force, under the appropriate provisions of section 593(a), title 10, United States Code, as amended.

LINE OF THE AIR FORCE

Major to lieutenant colonel

Philip J. Blank, 390-26-6048
Kenneth S. Dugan, 447-26-4874
Donald W. Easley, 209-22-8669
James W. Freston, 528-44-1379
Edgar J. Holt, 450-32-4735
Thomas R. Jennings, 504-24-5870
James R. Mercer, 254-36-4612
Earl W. Rose, Jr., 552-38-5714
James E. Sahr, 535-28-8644
Joseph J. Sannelia, 106-20-8390
Kenneth G. Stastewicz, 388-32-8772
John H. Stennis, 579-54-9566

RONALD REAGAN.

To the Committee on Armed Services.

---

[1] When used in Executive Journal, reset in small caps roman.

[2] The heading does not appear in the completed print.

REPORTS, DOCUMENTS, AND HEARINGS

[In either Senate or House reports follow bill style in extracts from bills. Report numbers run consecutively from first to second session, etc.]

STYLE AND FORMAT OF CONGRESSIONAL REPORTS

There are set forth below certain rules which the Government Printing Office has been authorized to follow in the makeup of congressional numbered reports:

1. All excerpts to be set in 10-point type, cut in 2 ems on each side, except as noted in paragraph 3 below. For ellipses in cut-in matter, lines of five stars are used. In matter set 13 picas, lines of three stars are used.

2. Contempt proceedings to be considered as excerpts.

3. The following are to be set in 10-point type, but not cut in:

(*a*) Letters which are readily identified as such by salutation and signature.

(*b*) Straight matter set in two columns.

(*c*) Appendixes and/or exhibits which have a heading readily identifying them as such; and

(*d*) Matter printed in compliance with the Ramseyer rule.[1]

4. All leaderwork and lists of more than six items to be set in 8-point type.

5. All tabular work to be set in 7-point type.

6. An amendment in the nature of a substitute to be set in 8-point type, but quotations from such amendment later in the report to be treated as excerpts, but set full measure (see rule 10).

7. Any committee print having a report head indicated on original copy to be set in report type and style.

8. Committee prints not having a report head indicated on original copy to be set in the old report style; that is, excerpts to be set in 8 point, full measure.

9. If a committee print set as indicated in paragraph 8 is later submitted as a report or included in a report, and the type is available for pickup, such type shall be picked up and used with format conversion to make it conform to the new type and style.

10. On matter that is cut in on the left only for purposes of breakdown, no space is used above and below, but on all matter that is cut in on both sides, two leads are used above and below. If a bill is submitted as an excerpt, it will not be squeezed because of the indentions and the limit on the number of locators.

11. On reports of immigration cases, set memorandums full measure unless preceded or followed directly by committee language. Memorandums are indented on both sides if followed by such language. Preparers should indicate the proper indention on copy.

Order of printing (Senate reports only): (1) Report, (2) minority or additional views, (3) Cordon rule [2] (last unless an appendix is used), (4) appendix (if any).

Minority views or additional views will begin a new page with 10-point cap heading.

[Sample of excerpt]

In *Palmer* v. *Mass.*, decided in 1939, which involved the reorganization of the New Haven Railroad, the Supreme Court said:

> The judicial processes in bankruptcy proceedings under section 77 are, as it were, brigaded with the administrative processes of the Commission.

---

[1] Ramseyer rule: If report has "Changes in Existing Law" use caps and small caps for heads, except for breakdown within a cap and small cap head.

[2] Cordon rule: Means that there are no "Changes in Existing Law" or the head and explanatory paragraph appears, but no actual changes; therefore all small cap heads are used as the main heads.

[Sample of an excerpt with an added excerpt]

The Interstate Commerce Commission in its report dated February 29, 1956, which is attached hereto and made a part hereof, states that it has no objection to the enactment of S. 3025, and states, in part, as follows:

> The proposed amendment, however, should be considered together with the provisions of section 959(b), title 28, United States Code, which reads as follows:
>
> "A trustee, receiver, or manager appointed in any cause pending in any court of the United States," etc.

[Sample of amendment]

On page 6, line 3, strike the words "and the service", strike all of lines 4, 5, and 6, and insert in lieu thereof the following:

> and, notwithstanding any other provision of law, the service credit authorized by this clause 3 of rule XIII of the Rule of the House of Representatives, change shall not—
>
> (A) be included in establishing eligibility for voluntary or involuntary retirement or separation from the service, under any provision of law;

[Sample of amendment]

The amendments are indicated in the bill as reported and are as follows:

On page 2, line 15, change the period to a colon and add the following:

> *Provided,* That such approaches shall include only those necessary portions of streets, avenues, and boulevards, etc.

On page 3, line 12, after "operated", insert "free of tolls".

[Sample of amendment in the nature of a substitute]

The amendment is as follows:

Strike all after the enacting clause and insert the following:

That the second paragraph under the heading "National Park Service" in the Act of July 31, 1953 (67 Stat. 261, 271), is amended to read as follows: "The Secretary of the Interior shall hereafter report in detail all proposed awards of concessions leases and contracts involving a gross annual business of $100,000 or more, or of more than five years in duration, including renewals thereof, sixty days before such awards are made, to the President of the Senate and Speaker of the House of Representatives for transmission to the appropriate committees."

[Sample of letter inserted in report]

The Department of Defense recommends enactment of the proposed legislation and the Bureau of the Budget interposes no objection as indicated by the following attached letter, which is hereby made a part of this report:

MARCH 21, 1982.

Hon. TIP O'NEILL,
Speaker of the House of Representatives,
Washington, DC.

MY DEAR MR. SPEAKER: There is forwarded herewith a draft of legislation to amend section 303 of the Career Compensation Act of

* * * * * * *

Sincerely yours,

ROBERT H. CONN,
Assistant Secretary of the Navy
(Financial Management).

[Sample of cut-in for purposes of breakdown; no leads above or below]

Under uniform regulations prescribed by the Secretaries concerned, a member of the uniformed services who—

(1) is retired for physical disability or placed upon the temporary disability retired list; or

(2) is retired with pay for any other reason, or is discharged with severance pay, immediately following at least eight years of continuous active duty (no single break therein of more than ninety days);

may select his home for the purposes of the travel and transportation allowances payable under this subsection, etc.

[Sample of leaderwork]

Among the 73 vessels mentioned above, 42 are classified as major combatant ships (aircraft carriers through escort vessels), in the following types:

Forrestal-class aircraft carriers	4
Destroyers	10
* * * * * * *	
Guided-missile submarine	1
Total	42

[Sample of sectional analysis]

SECTIONAL ANALYSIS

Section 1. Increase of 1 year in constructive service for promotion purposes

The principal purpose of the various subsections of section 1 is to provide a 1-year increase for medical and dental officers in service.

* * * * * * *

Subsection 201(a) is in effect a restatement of the existing law

This subsection authorizes the President to make regular appointments in the grade of first lieutenant through colonel in the

* * * * * * *

Section 2. Recognition of constructive service for pay longevity purposes—Additional annual cost, $9,577,000

Section 2 would provide additional language to the existing provisions of the Career Compensation Act relating to creditable service.

[Sample of double-column comparison (Ramseyer rule)]

Changes in Existing Law

In compliance with paragraph 3 of the Rules of the House of Representatives, there is herewith printed in parallel columns the text of provisions of existing law which would be repealed or amended by the various provisions of the law.

EXISTING LAW	THE BILL
Act of October 12, 1949 (63 Stat. 863)	
Sec. 517. (a) Section 11 of the Act of March 4, 1925, as amended by section 1(c) of the Act of June 29, 1946 (60 Stat. 343; 34 U.S.C. 701), is hereby further	That subsection 517(a) of the Act of October 12, 1949 (63 Stat. 833), is amended to read as follows: "(a) The band of the United

[Sample of amendment under Ramseyer rule]

Changes in Existing Law

In compliance with clause 3 of rule XII of the Rules of the House of Representatives, changes in existing law made by the bill, as introduced, are shown as follows (existing law proposed to be omitted is enclosed in black brackets, new matter is printed in italic, existing law in which no change is proposed is shown in roman):

Export Control Act of 1949

* * * * * * *

TERMINATION DATE

Sec. 12. The authority granted herein shall terminate on June 30, [1956] *1959,* or upon any prior date which the Congress by concurrent resolution or the President may designate.

[Sample of "Report [26,26]" Skeleton]

98TH CONGRESS
1st Session

HOUSE OF REPRESENTATIVES

REPT. 98–423
Part 2

COAL PIPELINE ACT OF 1982 [1]

AUGUST 10, 1983.—Committed to the Committee of the Whole House on the State of the Union and ordered to be printed [2]

Mr. HOWARD, from the Committee on Public Works and Transportation, submitted the following

REPORT

together with

ADDITIONAL, MINORITY, AND DISSENTING VIEWS

[To accompany H.R. 4230 which on July 22, 1983, was referred jointly to the Committee on Interior and Insular Affairs and the Committee on Public Works and Transportation]

[Including cost estimate of the Congressional Budget Office]

The Committee on Public Works and Transportation, to whom was referred the bill (H.R. 4230) to facilitate the transportation of coal by pipeline across Federal and non-Federal lands, having considered the same report favorably thereon with an amendment and recommend that the bill as amended do pass. The amendment strikes out all after the enacting clause of the bill and inserts a new text which appears in italic type in the reported bill.[3]

GENERAL STATEMENT [4]

The issue of whether or not coal slurry pipelines should be allowed to utilize the Federal power of eminent domain in order to secure rights-of-way is not a new one.

---

[1] If title makes more than three lines in 10-point caps, set in 8-point caps, should the title be amended, make the heading correspond to the amended form.

[2] Must be set as indicated in copy. If illustrations accompany copy and are not ordered to be printed, do not add *with illustrations*. Return copy to Production Manager.

[3] If the wording in this paragraph is prepared in the singular form, follow.

[4] For *Senate Committee on Finance* and *House Committee on Ways and Means*, heads are set in bold caps.

Calendar No. 757 [1]

98TH CONGRESS
1st Session

SENATE

REPORT
98-525

INTERNATIONAL EXPOSITIONS

AUGUST 13 (legislative day, JULY 12), 1983.—Ordered to be printed

Mr. PERCY, from the Committee on Foreign Relations, submitted the following

REPORT [2]

[To accompany H.R. 6409]

The Committee on Foreign Relations, to which was referred the bill (H.R. 6409) to provide for the participation of the United States in the 1984 Louisiana World Exposition to be held in New Orleans, Louisiana, and for other purposes, having considered the same, reports favorably thereon with an amendment and recommends that the bill as amended do pass.

In line 7, strike out the figures "$10,000" and insert in lieu thereof the figures "$5,000".[3]

---

[1] Use this type and form only on Senate reports. There is only one calendar in the Senate.

[2] Should this line read "Adverse Report," do not letterspace the words.

[3] Follow copy literally as to use of punctuation marks inside or outside of quoted words or figures.

Calendar No. 295

98TH CONGRESS
1st Session

SENATE

REPORT
98-315

PROVIDING [1] FOR THE ADMISSION OF ALASKA INTO THE UNION

FEBRUARY 9 (legislative day, FEBRUARY 8), 1983.—Ordered to be printed

Mr. O'MAHONEY from the Committee on Interior and Insular Affairs, submitted the following

or

Mr. JOHNSON of Texas (for Mr. BYRD), from the Committee on, etc.

REPORT

together with

MINORITY VIEWS

[To accompany S. 50]

The Committee on Interior and Insular Affairs, to which was referred the bill (S. 50) to provide for the admission of Alaska into the Union, having considered the same, reports favorably thereon with amendments and with the recommendation that the bill as amended do pass.

PURPOSE OF THE BILL

The purpose of S. 50 is to enable the strategically situated and richly endowed Territory of Alaska to enter the Union as a State, on a free and equal basis with the present 48 States. The bill provides the legal and political means of achieving this purpose by—

---

[1] If copy reads "To provide," change to "Providing."

98TH CONGRESS
1st Session
HOUSE OF REPRESENTATIVES
REPORT
98-224

AMENDING[1] SECTION 80 OF THE HAWAIIAN ORGANIC ACT

JANUARY 3, 1983.—Referred to the House Calendar and ordered to be printed

Mr. O'BRIEN of New York, from the Committee on Interior and Insular Affairs, submitted the following

REPORT

[To accompany H.R. 5865]

The Committee on Interior and Insular Affairs, to whom was referred the bill (H.R. 5865) to amend the Hawaiian Organic Act to permit the Territorial legislature to provide for the election of members of a certain board of trustees, having considered the same, report favorably thereon with amendments and recommend that the bill as amended do pass.

The amendments are as follows:

Strike all after the enacting clause and insert in lieu thereof the following language:

That the first sentence of section 80 of the Hawaiian Organic Act, as amended (48 U.S.C. 546), is amended further by inserting immediately following the words "boards of a public character that may be created by law" the words ", except for the board of trustees of the employees' retirement system".

SEC. 2. Section 80 of the Hawaiian Organic Act, as amended (48 U.S.C. 546), is further amended by adding the following new paragraph immediately following the first paragraph thereof:

"The manner of appointment of members of the board of trustees of the employees' retirement system shall be as provided for by section 6-61, Revised Laws of Hawaii, 1955."

Amend the title so as to read:

A bill to amend section 80 of the Hawaiian Organic Act, and for other purposes.

[Note below amendment of title only]

The amendments are as follows:

The amendment to the text strikes all after the enacting clause and inserts a complete new text which is printed in italic type in the reported bill.

The amendment to the title is as follows:

Amend the title so as to read:

---

[1] If copy reads "To amend," change to "Amending."

An Act to amend the Federal Water Pollution Control Act to establish a Federal Water Pollution Control Administration, etc.

The purpose of H.R. 5865, as amended, introduced by Delegate Burns, is to amend section 80 of the Hawaiian Organic Act (48 U.S.C. 546) with reference to election of members of the board of trustees of the Territorial employees' retirement system.

The report of the Secretary of the Interior dated June 24, 1958, including a substitute bill which has been adopted by the committee, is as follows: [1]

DEPARTMENT OF THE INTERIOR,
OFFICE OF THE SECRETARY,
Washington, DC, June 24, 1958.

Hon. CLAIR ENGLE,
Chairman, Committee on Interior and Insular Affairs,
House of Representatives, Washington, DC.

DEAR MR. ENGLE: This responds to your request for the views of this Department on H.R. 5865, a bill to amend the Hawaiian Organic Act to permit the Territorial legislature to provide for the election of members of a certain board of trustees.

* * * * * * *

The Bureau of the Budget has advised that while there is no objection to the submission of this report to your committee, it believes the principle expressed in this legislation is undesirable.

Sincerely yours,

ROGER ERNST,
Assistant Secretary of the Interior.

A BILL To amend section 80 of the Hawaiian Organic Act, and for other purposes

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the first sentence of section 80 of the Hawaiian Organic Act, as amended (48 U.S.C. 546), is amended further by inserting immediately following the words "boards of a public character that may be created by law" the words ", except for the board of trustees of the employees' retirement system".

SEC. 2. Section 80 of the Hawaiian Organic Act, as amended (48 U.S.C. 546), is further amended by adding the following new paragraph immediately following the first paragraph thereof:

"The manner of appointment of members of the board of trustees of the employees' retirement system shall be as provided for by section 6-61, Revised Laws of Hawaii, 1955."

The Committee on Interior and Insular Affairs recommends enactment of H.R. 5865, as amended.

---

[1] If copy contains no introductory paragraph, as here shown, insert an appropriate head such as "Departmental Report(s)."

98TH CONGRESS } HOUSE OF REPRESENTATIVES { REPORT
1st Session } { 98–166

LEGISLATIVE APPROPRIATION BILL, 1983

JUNE 18, 1983.—Ordered to be printed

Mr. CANNON, of Missouri, from the committee of conference, submitted the following

CONFERENCE REPORT [1]

[To accompany H.R. 11267]

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 11267) making appropriations for the legislative branch of the Government for the fiscal year ending June 30, 1972, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 49, 51, 62½, 65, 67, 71, 75, 77, 78, 79, 80, 94, 96, 97, 98, 99, 100, 102, and 132.

That the House recede from its disagreement to the amendments of the Senate numbered 48, 50, and 60, and agree to the same.

Amendment numbered 60:

That the House recede from its disagreement to the amendment of the Senate numbered 60, and agree to the same with an amendment as follows:

In lieu of the matter proposed to be inserted by the Senate amendment insert the following:

Sec. 210. The provisions of all Acts heretofore enacted inconsistent with sections 207, 208, and 209 are, to the extent of such inconsistency, hereby repealed, and such sections shall take effect on July 1, 1972.[2]

And the Senate agree to the same.

Amendment numbered 150:

That the House recede from its disagreement to the amendment of the Senate numbered 150, and agree to the same with an amendment as follows:

---

[1] See also p. 302 for style of conference report in Congressional Record, and p. 346 for style of conference report printed as a Senate document.

[2] "Fol. lit." on amendments.

In lieu of the matter proposed to be stricken out by the Senate amendment insert a comma and the following: *and all officers and employees of the division and commission not indispensable to the service shall be dismissed*; [3] and the Senate agree to the same.

The committee of conference have not agreed on amendment numbered 46.

William H. Bates,
George H. Bender,
Leroy Johnson,
Managers on the Part of the House.[4]

Harry F. Byrd,
Walter F. George,
Edward J. Thye,
Managers on the Part of the Senate.

STATEMENT OF THE MANAGERS ON THE PART OF THE HOUSE [5]

The managers on the part of the House at the conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 11267) making appropriations for the legislative branch of the Government for the fiscal year ending June 30, 1959, and for other purposes, submit the following written statement in explanation of the effect of the action agreed upon by the conferees and recommended in the accompanying conference report:

Amendment No. 46: On this amendment, embracing title I of part 2 of the bill, relating to furloughs, permanent and temporary salary reductions, etc., the committee of conference have reached no agreement.

Amendments Nos. 165, 166, and 167: These amendments make changes in section and title numbers. The House recedes.

Amendment No. 168: This amendment makes the provisions of part 2 of the legislative appropriation act applicable to the appropriations available for the fiscal year 1959, whether contained in the legislative appropriation act or in acts prior or subsequent to the date of the approval of such act. The House recedes.

H. B. Scudder (except
amendment No. 19),
John F. Kennedy,
Harry R. Sheppard,
Managers on the Part of the House.

---

[3] Note use of roman semicolon.

[4] Names of House Members print first in a conference report printed as a House report.

[5] Statement of managers begins new page; in a Conference Report it begins a new odd page.

[Conference reports in Senate are printed as Senate documents. Note the following form:]

98th Congress *1st Session*	SENATE	Document 98–79

AGRICULTURE APPROPRIATION BILL, 1983

Mr. Russell,[1] from the committee of conference,
submitted[2] the following

CONFERENCE REPORT ON THE BILL (H.R. 7912) MAKING APPROPRIATIONS FOR THE DEPARTMENT OF AGRICULTURE FOR THE FISCAL YEAR ENDING JUNE 30, 1982

April 5 (legislative day, April 4), 1983.—Ordered to be printed

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 7912) making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1982, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 41 and 45.

That the House recede from its disagreement to the amendments of the Senate numbered 2, 3, 4, and 5, and agree to the same.

Amendment numbered 1:

That the House recede from its disagreement to the amendment of the Senate numbered 1, and agree to the same as follows:

Restore the matter stricken out by said amendment, amended to read as follows:

Public Resolution Numbered 9, Fifty-eighth Congress, first session, approved March 14, 1904 (44 U.S.C. 290), is hereby amended by striking out all after the resolving clause and inserting in lieu thereof the following:

And the Senate agree to the same.

R. B. Russell, Jr.,
Carl Hayden,
John G. Townsend, Jr.,
Managers on the Part of the Senate.

J. P. Buchanan,
John Taber,
Managers on the Part of the House.

---

[1] Names of Senate Members print first in a conference report printed as a Senate document.

[2] The above form (using *presented* instead of *submitted*) will be followed in Senate documents other than conference reports when no title page is called for.

[House Appropriation Hearing, Cover sample]

SUPPLEMENTAL APPROPRIATIONS FOR 1983

HEARINGS

BEFORE

SUBCOMMITTEES OF THE

COMMITTEE ON APPROPRIATIONS

HOUSE OF REPRESENTATIVES

NINETY-SEVENTH CONGRESS

SECOND SESSION

PART 4

Board for International Broadcasting **1**
U.S. Arms and Disarmament Agency **2**
Commission on Civil Rights **7**
Equal Employment Opportunity Commission **8**
Federal Maritime Commission **9**
International Trade Commission **10**
Chrysler Corporation Loan Guarantee Program **11**
Office of the United States Trade Representative **12**
Federal Communications Commission **13**
Federal Trade Commission **13**

Printed for the use of the Committee on Appropriations

[House Appropriation Hearing, Title Page sample]

MILITARY CONSTRUCTION APPROPRIATIONS FOR 1983

HEARINGS

BEFORE A

SUBCOMMITTEE OF THE

COMMITTEE ON APPROPRIATIONS

HOUSE OF REPRESENTATIVES

NINETY-SEVENTH CONGRESS

SECOND SESSION

SUBCOMMITTEE ON MILITARY CONSTRUCTION APPROPRIATIONS

BO GINN, Georgia, *Chairman*

TOM BEVILL, Alabama	RALPH S. REGULA, Ohio
W. G. (BILL) HEFNER, North Carolina	CLAIR W. BURGENER, California
JOSEPH P. ADDABBO, New York	MICKEY EDWARDS, Oklahoma
CLARENCE D. LONG, Maryland	TOM LOEFFLER, Texas
BILL CHAPPELL, Florida	
BILL ALEXANDER, Arkansas	

TERRY R. PEEL and MARK W. MURRAY, *Staff Assistants*

PART 5

Page
MX Program 1
NATO Program and Host Nation Support 73
Security of Nuclear Weapons 351

Printed for the use of the Committee on Appropriations

U.S. GOVERNMENT PRINTING OFFICE
WASHINGTON : 1982

[Back Title Page sample]

COMMITTEE ON APPROPRIATIONS

JAMIE L. WHITTEN, Mississippi, *Chairman*

EDWARD P. BOLAND, Massachusetts
WILLIAM H. NATCHER, Kentucky
NEAL SMITH, Iowa
JOSEPH P. ADDABBO, New York
CLARENCE D. LONG, Maryland
SIDNEY R. YATES, Illinois
DAVID R. OBEY, Wisconsin
EDWARD R. ROYBAL, California
LOUIS STOKES, Ohio
TOM BEVILL, Alabama
BILL CHAPPELL, Florida
BILL ALEXANDER, Arkansas
JOHN P. MURTHA, Pennsylvania
BOB TRAXLER, Michigan
JOSEPH D. EARLY, Massachusetts
CHARLES WILSON, Texas
LINDY (MRS. HALE) BOGGS, Louisiana
ADAM BENJAMIN, Jr., Indiana
NORMAN D. DICKS, Washington
MATTHEW F. McHUGH, New York
BO GINN, Georgia
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JACK HIGHTOWER, Texas
MARTIN OLAV SABO, Minnesota
JULIAN C. DIXON, California
VIC FAZIO, California
W. G. (BILL) HEFNER, North Carolina
LES AuCOIN, Oregon
DANIEL K. AKAKA, Hawaii
WES WATKINS, Oklahoma
WILLIAM H. GRAY III, Pennsylvania
BERNARD J. DWYER, New Jersey

SILVIO O. CONTE, Massachusetts
JOSEPH M. McDADE, Pennsylvania
JACK EDWARDS, Alabama
JOHN T. MYERS, Indiana
J. KENNETH ROBINSON, Virginia
CLARENCE E. MILLER, Ohio
LAWRENCE COUGHLIN, Pennsylvania
C. W. BILL YOUNG, Florida
JACK F. KEMP, New York
RALPH S. REGULA, Ohio
CLAIR W. BURGENER, California
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VIRGINIA SMITH, Nebraska
ELDON RUDD, Arizona
CARL D. PURSELL, Michigan
MICKEY EDWARDS, Oklahoma
BOB LIVINGSTON, Louisiana
BILL GREEN, New York
TOM LOEFFLER, Texas
JERRY LEWIS, California
CARROLL A. CAMPBELL, Jr., South Carolina
JOHN EDWARD PORTER, Illinois

Keith F. Mainland, *Clerk and Staff Director*

(II)

[House Appropriation Hearing]

SUBCOMMITTEE ON THE DEPARTMENTS OF COMMERCE, JUSTICE, AND STATE, THE JUDICIARY, AND RELATED AGENCIES

NEAL SMITH, Iowa, *Chairman*

BILL ALEXANDER, Arkansas	GEORGE M. O'BRIEN, Illinois
JOSEPH D. EARLY, Massachusetts	CLARENCE E. MILLER, Ohio
JACK HIGHTOWER, Texas	CARROLL A. CAMPBELL, Jr., South Carolina
BERNARD J. DWYER, New Jersey	

John G. Osthaus and Terry D. Bevels, *Staff Assistants*

Tuesday, February 23, 1983.☐

BOARD FOR INTERNATIONAL BROADCASTING

WITNESSES

FRANK SHAKESPEARE, CHAIRMAN

WALTER R. ROBERTS, EXECUTIVE DIRECTOR

ARTHUR D. LEVIN, FINANCIAL MANAGER

WILLIAM A. BUELL, VICE PRESIDENT, U.S. OPERATIONS RFE/RL, INC.

MICHAEL R. MARCHETTI, TREASURER AND COMPTROLLER, RFE/RL, INC.

Mr. Hightower [presiding]. Mr. Shakespeare, we have several questions concerning increased pay costs for fiscal year 1982, which we shall submit to you and ask you to answer in writing.

Mr. Shakespeare. Very well, Mr. Chairman.

[The questions referred to and the answers submitted thereto, follow:]

[Note styles for questions and answers]

Questions From Mr. Hightower

Impact of Fiscal Year 1982 Pay Raise Costs

Question. What are the costs associated with the October 1, 1981 4.8 percent general pay raise and the raising of the executive pay cap on January 1, 1982 for fiscal year 1982?

Answer. The pay raise for the general scale employees increased the budgeted amount by $4,826 for fiscal year 1982.

[Note the following style for questions and answers when a person is either asking or answering:]

Question. How are you financing these costs?

Mr. Shakespeare. The general scale increase costing $4,826 was absorbed by a turnover in one secretarial position, a position which was budgeted at the GS-6 level but filled by a GS-4 level employee who was hired to replace the former incumbent of that position. This turnover saved the Board for International Broadcasting (BIB) approximately $5,000 and allowed the BIB to absorb the $4,826 October 1, 1981 4.8 percent pay raise.

Mr. HIGHTOWER. In what program areas are you absorbing these costs?

ANSWER. Because of the BIB's ability to absorb these fiscal year 1982 costs in a manner described in the foregoing answer, it has not been necessary to absorb them in program areas.

TUESDAY, FEBRUARY 23, 1983.☐

U.S. ARMS CONTROL AND DISARMAMENT AGENCY

WITNESSES

EUGENE V. ROSTOW, DIRECTOR

WILLIAM J. MONTGOMERY, ADMINISTRATIVE DIRECTOR

ROBERT GREY, NOMINEE FOR POSITION OF DEPUTY DIRECTOR

FISCAL YEAR 1982 INCREASED PAY COSTS

Mr. DWYER [presiding]. I have several questions concerning increased pay cost requirements for the Arms Control and Disarmament Agency for fiscal year 1982.

What is the total cost of the cost-of-living pay raise granted last fall and the increase in the pay cap for senior level Government employees that was enacted in December of 1981?

Mr. ROSTOW. Bill, could you respond?

Mr. MONTGOMERY. Yes, I have that figure with me. In round numbers, the total for 1983, fiscal year 1983, is about three-quarters of a million dollars. I can give you that figure precisely here, if you will just bear with me.

WEDNESDAY, FEBRUARY 24, 1982.☐

THE JUDICIARY

COURTS OF APPEALS, DISTRICT COURTS, AND OTHER JUDICIAL SERVICES

DEFENDER SERVICES

WITNESSES

CHARLES CLARK, CHIEF JUDGE, UNITED STATES COURT OF APPEALS FOR THE FIFTH CIRCUIT

EDWARD V. GARABEDIAN, ASSISTANT DIRECTOR

Mr. DWYER [presiding]. You have a supplemental request for fiscal year 1982 in the amount of $2,350,000 for the Defender Services account. The amount currently available for fiscal year 1982 is $27,170,000. We shall insert the justification materials in support of the supplemental request at this point into the record.

[The justifications follow:]

[Senate Appropriation Hearing]

AGRICULTURE, RURAL DEVELOPMENT AND RELATED AGENCIES APPROPRIATIONS FOR FISCAL YEAR 1982

WEDNESDAY, MARCH 18, 1981

U.S. SENATE,□□□□□
SUBCOMMITTEE OF THE COMMITTEE ON APPROPRIATIONS,□□□
Washington, DC.□

The subcommittee met at 9:40 a.m., in room 1224, Everett McKinley Dirksen Senate Office Building, Hon. Thad Cochran (chairman) presiding.

Present: Senators Cochran and Stennis.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE INSPECTOR GENERAL

STATEMENT OF ROBERT E. MAGEE, ACTING INSPECTOR GENERAL

ACCOMPANIED BY:

- **GERALD W. PETERSON, ACTING ASSISTANT INSPECTOR GENERAL FOR AUDITING**
- **DELMAS R. THORNSBURY, DIRECTOR, MANAGEMENT AND BUDGET STAFF**
- **STEPHEN B. DEWHURST, BUDGET OFFICER, USDA**

GENERAL ACCOUNTING OFFICE

STATEMENT OF HENRY ESCHWEGE, DIRECTOR, COMMUNITY AND ECONOMIC DEVELOPMENT DIVISION

ACCOMPANIED BY:

- **BRIAN P. CROWLEY, SENIOR ASSOCIATE DIRECTOR**
- **WILLIAM E. GAHR, ASSOCIATE DIRECTOR**
- **OLIVER W. KRUEGER, SENIOR GROUP DIRECTOR**
- **STANLEY S. SARGOL, GROUP DIRECTOR**
- **JOHN E. WATSON, GROUP DIRECTOR, INTERNATIONAL DIVISION**

INTRODUCTION OF WITNESSES

Senator COCHRAN. The hearing will come to order.

This morning we are happy to have representatives of the Office of Inspector General and the General Accounting Office with us, and I would like to ask that all of you who are here to testify come forward. Let's all of you act as one panel, and the questions that we have will be directed to both.

SUCCESS OF AMERICAN AGRICULTURE

With a great deal of hard work, ingenuity and technology, the United States has become the most productive agricultural nation in the world. Modern agriculture, as practiced in the United States, has become a technological marvel, soundly based on advanced science and finely tuned to economic conditions. This complex enterprise is served by an equally sophisticated and far-reaching Department of Agriculture.

With over 120,000 employees and a program totaling over $47 billion annually, the Department serves not only farmers, but also provides assistance to the hungry in our cities and rural areas and to those in countries around the world. This Department not only assists in the development of new technologies in agricultural production, it also provides the necessary educational links to get this knowledge out to those who must apply it. From the protection of our soil and water resources to marketing the fruits of those resources, the Department serves all Americans.

INTRODUCTION OF WITNESSES

It is a great pleasure for me, this morning, to welcome to our committee, Secretary of Agriculture John Block, who is accompanied by Dick Lyng, his deputy secretary, and Mr. Dewhurst, the budget officer for the Department of Agriculture.

Gentlemen, welcome to the subcommittee. We appreciate your being here.

Before asking you for your statement, I would like now to invite Senator Eagleton to make any comments or statement that he might have.

STATEMENT OF SENATOR EAGLETON [1]

Senator EAGLETON. Thank you very much, Mr. Chairman.

I welcome this the first of our series of hearings on the fiscal year 1982 Department of Agriculture budget. I noted in a wry way as I came in the room there was a gentleman sitting in my chair. [Laughter.]

Surrounded by obsequious staff, drinking coffee. I carried in my own cup. What a difference an election makes. [Laughter.]

No; I am delighted to participate in this hearing and in the ensuing hearings. I am delighted to work with you, Mr. Chairman, and the new Secretary of Agriculture.

Of all the various subcommittees in the U.S. Senate, I think this particular subcommittee is the most bipartisan, nonpartisan subcommittee of which I know. For 4 years I worked with Senator Henry Bellmon of Oklahoma, one of the finest men I have ever known on God's Earth. We didn't always agree on every issue. We agreed, I think, 99 percent of the time.

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[1] Name sets caps and small caps if not in the witness list, sets small caps if in the witness list.

[Standard Hearing]

IMPACT OF BUDGET CUTS ON FEDERAL STATISTICAL PROGRAMS

MARCH 16, 1982

House of Representatives,□□□□□□□
Subcommittee on Census and Population,□□□□□
Committee on Post Office and Civil Service,□□□
Washington, DC.□

□□House of Representatives, Committee on Science and□□□
□□□Technology, Subcommittee on Science, Research□□□
□□□and Technology, and the Subcommittee on Investi-□□□
□□□gations and Oversight [1]
Washington, DC.□

The subcommittee met, pursuant to call, at 9:35 a.m., in room 304, Cannon House Office Building, Hon. Robert Garcia (chairman of the subcommittee) presiding.

Mr. Garcia. Today the House Census and Population Subcommittee continues its series of hearings on the impact of the President's budget cuts on the information this Nation will have today, tomorrow, and in the future.

With that we will call up our first panel, Dr. James T. Bonnen, Department of Agricultural Economics, Michigan State University, and the director of the President's Reorganization Project for the Federal Statistical System; Dr. Stephen E. Fienberg, Department of Statistics, the Carnegie-Mellon University, and the chairman of the Committee on National Statistics in the National Academy of Sciences.

STATEMENTS OF JAMES T. BONNEN, DEPARTMENT OF AGRICULTURAL ECONOMICS, MICHIGAN STATE UNIVERSITY AND STEPHEN E. FIENBERG, DEPARTMENT OF STATISTICS, CARNEGIE-MELLON UNIVERSITY

Mr. Bonnen. Thank you, Mr. Garcia. It is a pleasure and a privilege to be here.

I have been asked to comment primarily on the central coordination of statistical planning and policy which was the focus of the study that I directed, as you mentioned.

Ours is an increasingly complex economy and society. If we do not have objective, accurate and relevant information in making decisions, our comprehension of the world will forever run behind events.

---

[1] Note style for a long committee name.

24. FOREIGN LANGUAGES

[Revision for this edition by foreign language experts at the Library of Congress, under the supervision of the Publications Office]

PURPOSE AND PLAN

The purpose of this section of the STYLE MANUAL is to provide a guide to the typography of the more important languages handled in this Office.

It has been designed to answer the needs of two categories of users:

1. Those who have very little or no knowledge at all of a language but seek to become more competent in following copy and syllabifying with at least a passing degree of accuracy; and
2. Those who have an academic knowledge of a language but lack the practical information belonging to the special field of typography, complete guidance to which is procurable only from advanced and foreign works.

To answer the needs of the former, there is presented first a sample of the language as it looks in print, followed by an adequate display of the alphabet and a helpful paragraph on special characters. This will be found fully adequate, for all practical purposes, to enable printers to follow copy competently, even though with but literal accuracy.

There is also included a brief discussion of pronunciation, so far as this can be described without special technical phonetic data, as a basis for the rules for syllabifying words in printing.

The rules for syllabifying follow, and these were formulated so that with the aid of the first four rules, which require no further knowledge of the language, a printer can syllabify with at least an 80-percent accuracy. The application of the remaining rules may require a further knowledge of the language, but these are intended essentially for the second category of users.

To answer the needs of this category fully, the rules for syllabifying are presented with utmost comprehensiveness, so that they cover all possible problems that may be encountered: and subjoined is also a selected list of illustrative word divisions, which may be used either for further study or reference. Other useful data on typography and bibliography are also included.

Dictionaries of languages other than English rarely show syllable division. This is due in part to the fact that many spelling systems are less complex than that of English, and therefore make it easier to divide words in writing according to the spoken syllable divisions. The rules stated in the following sections are intended to be summaries of the procedures actually followed by printers native to the languages.

Foreign
Languages

DANISH

Den lille sønderjyske by, jeg kender fra barneårene, har som mange andre små og større danske byer forandret sit fysiognomi i de senere år. De små hjemmeindustrier er vokset op til store fabrikker, nye bydele har bredt sig ud over barndommens marker, og tilrejsende fremmede har fundet hjem og eksistens her.—Johan Severin Hansen, Den lille profil, p. 16, 1969.

Alphabet and pronunciation

A	a	long: *a* in man; short: *a* in hat, and before or after *r* like *a* in father, but shorter
B	b	*b*
C	c	*s* in so before *e*, *i*, *y*, *æ;* before *a*, *o*, *u*, or consonant, like *k*, and now generally written *k; ch* like *sh*, or rarely like *k;* now generally written *k;* sometimes as though written *tj;* combination *ci* before vowel, like *sh;* letter *c* occurs only in foreign words
D	d	*d* at beginning of words; between vowel and unstressed *e*, between vowel and *j*, *l*, *m*, *n*, or *r*, and in final position, like *th* in father; silent before *s* or *t*, as well as in combination *nd* and *ld* in final position and before unstressed *e;* often silent after *r* and at end of words
E	e	long: like *a* in care; short, stressed: like *e* in met; often like *e* in met, but tending toward *i* in pit; before *r*, like *a* in hat; before *g* or *j*, usually like *a* in hat; in word *de*, like *ee* in meet, but shorter; in unstressed syllables, like *a* in sofa; generally silent before *n*
F	f	*f*
G	g	*g* in go initially and before *t;* between vowel (or sometimes consonant) and unstressed *e*, at end of word, and between vowel and consonant other than *t*, it has sound which may be made by trying to pronounce *g* in go without making contact between tongue and roof of mouth
H	h	*h;* silent before *j* or *v*
I	i	long: *ee* in meet; short: *ee* in meet, but shorter; often like *e* in met, but tending toward *i* in bit
J	j	*y* in yes; silent (and now generally no longer written) after *g* or *k* followed by front vowel; in French words, like *sh*
K	k	*k*
L	l	*ll* in million
M	m	*m*
N	n	*n;* combination *ng*, like *ng* in singer; combination *nk*, like *ng* in finger
O	o	long: *o* in go; short: *o* in November; often like *aw* in law, but shorter
P	p	*p;* combination *ph* in foreign words, like *f*, and now usually written *f*

[Concluded on following page]

Q	q	always followed by *v* (or *u*), combination being pronounced, and now usually written, *kv;* occurs only in foreign words
R	r	sound made by scraping of air between back of tongue and roof of mouth, as in French; after vowel, its sound assumes quality of vowel
S	s	*s* in sing; combination *ss*, and in foreign words *sc*, like *s* in sing; combination *sj*, like *sh;* followed by *i* plus another vowel, like *sh;* in foreign words, *sch* and *sh* are pronounced like *sh*
T	t	*t*, at beginning of word; silent in word *det* and in ending *et* when unstressed; followed by *i* plus another vowel, like *sh*
U	u	long: *oo* in food; short: *oo* in good; often like *o* in go, but shorter
V	v	*v*, before vowel or *r* and after long vowel; after short vowel, like *oo* in food; often silent after *l*
W	w	*v;* in foreign words only
X	x	*ks*, or at beginning of words, like *s* in sing; now only in foreign words
Y	y	long: *ee* in meet, but with lips rounded as in pronouncing *oo* in food; resembles (long) German *ü*, French *u;* short: *ee* in meet, but shorter, and with lips rounded as in pronouncing *oo* in food; resembles (short) German *ü*, French *u*
Z	z	*s* in sing; occurs only in foreign words
Æ	æ	long: *e* in met, but longer; short: *e* in met; before or after *r*, like *a* in hat; formerly sometimes written *ä;* in handwriting, usually *æ*
Ø	ø	*a* in care, but with lips rounded as in pronouncing *oo* in food; resembles (long) German *ö*, French *eu;* formerly sometimes written *ö*
A	å	long: *aw* in law, but tending toward *o* in go; short: *aw* in law, but shorter, and tending toward *o* in go; formerly written *aa.*

Special characters

Danish uses the Latin alphabet with the addition of the following special characters: *Æ æ*, *Ø ø*, and *Å å*.

The *c*, *q*, *w*, *x*, and *z* are used in words of foreign origin and in proper names.

Until quite recently, *aa* was written for *å*, and in dictionaries, indexes, telephone directories, etc., was found either preceding *a* or following it. Now the tendency is to place it at the end of the alphabet. The letter *w* is often regarded as a mere variant writing for *v*, and in dictionaries, etc., the *w*'s are then found interspersed with the *v*'s; otherwise, *w* follows *v*.

Fraktur type (German text) is scarcely in use today.

Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, *y*, *æ*, *ø*, and *å;* the back vowels being *a*, *o*, *u*, and *å;* the front vowels *e*, *i*, *y*, *æ*, and *ø*. The other letters of the alphabet are consonants.

Combinations of vowel sounds (diphthongs)

aj (formerly *ai*) as *ai* in aisle
au (*av*) as *ou* in house
eg as *ey* in grey
ej (formerly *ei*) as *ey* in grey
eu (*ev*) as *e* in met plus *u*
iv as *ee* in meet plus *u*
oi as *oy* in boy
ou as *oo* in food
ov as *o* in go
yv as (Danish) *y* plus *u*
æv as *e* in met plus *u*
øg as *oy* in boy
øj (formerly *øi*) as *oy* in boy
øv as *ø* plus *u*

Combinations of consonantal letters (digraphs)

ch as *tj* or *sj* or *k*, depending on language of origin
cz as *tj* or *ts*, depending on language of origin
hj as *j*
hv as *v*
ng see under *n* in Alphabet and pronunciation
ph as *f*
ps as *s*
qv as *kv*
sc as *s*
sch as *sj*
sh as *sj*
sj see under *s* in Alphabet and pronunciation
th as *t*
wh as *v*

Consonantal units

Includes all the combinations given under Combinations of consonantal letters (digraphs) and the following: *gj*, *kj*, *kl*, *kv*, *lj*, *sk*, *skj*, *sp*, *spr*, *st*, *str*, and *sv*.

Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *Ba-lance*, *hvi-sken*, *hu-stru*, *bøj-ning*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *af-ten*, *dan-ske*, *sek-sten*, *tjenst-lig*, *blom-stre*.
4. Division may be made between two vowels not constituting a diphthong or between a diphthong and a vowel: *fri-er*, *lej-er*.
5. Certain adverbial prefixes are kept intact. These are: *ad*. *af*, *an*, *bag*, *be*, *bi*, *bort*, *efter*, *er*, *for*, *fra*, *frem*, *ge*, *in*, *ind*, *med*, *mis*, *ned*, *om*, *op*, *over*, *paa*, *til*, *ud*, *ude*, *und*, *under*, and *ved*: *ad-splitte*, *af-drift*, *an-drag*, *bag-slag*, etc.
6. Certain suffixes are kept intact. These are: *agtig*, *artig*, *hed*, and *inde*: *barn-agtig*, *egen-artig*, *mat-hed*, *mester-inde*.
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6), the compounding *s*, if used, going with the preceding component: *aften-avis*, *aften-blad*, *aftens-tid*.
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *pa-triot*, *me-trisk*, *repu-blik*, *eks-trem*, *post-skriptum*, *Shake-speare*, *Wash-ington*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *hemi-sfære*, *dia-gnose*.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

af-bræk-ke	(5, 3)	ned-sla-gen	(5, 2)
ame-ri-kan-ske	(2, 2, 3)	om-ar-bej-de	(5, 3, 2)
an-dra-gen-de	(5, 2, 3)	op-hæn-ge	(5, 3)
ar-kæ-o-lo-gi	(3, 4, 2, 2)	over-ens-komst	(5, 7)
be-skæf-ti-gel-se	(5, 3, 2, 3)	på-dra-ge	(5, 2)
der-ef-ter	(7, 3)	på-gæl-de	(5, 3)
egen-ar-tig	(6, 3)	pa-ra-graf	(2, 8)
eks-a-men	(8, 2)	pa-tri-o-ti-ske	(8, 4, 2, 2)
eks-em-plar	(8, 8)	re-ge-ring	(2, 2)
en-gel-ske	(3, 3)	re-pre-sen-ta-tion	(8, 2, 3, 2)
er-ind-ring	(5, 3)	re-pu-blik	(2, 8)
eu-ro-pæ-i-ske	(2, 2, 4, 2)	re-pu-bli-kan-ske	(2, 8, 2, 3, 2)
for-u-ren-te	(5, 3)	sam-men-brin-ge	(3, 7, 3)
gen-gæl-de	(3, 3)	selv-an-kla-ge	(7, 5, 2)
halv-å-rig	(7, 2)	ska-des-er-stat-ning	(2, 7, 3, 3)
hin-an-den	(7, 3)	stats-for-fat-ning	(7, 3, 3)
ind-plan-te	(5, 3)	sy-ste-ma-tisk	(2, 2, 2)
in-ter-es-sant	(3, 8, 3)	ti-den-de	(2, 3)
ka-mou-fla-ge	(2, 8, 2)	tids-reg-ning	(7, 3)
kends-ger-ning	(7, 3)	tids-skrif-te	(7, 3)
mid-ship-mand	(8, 3)	til-græn-sen-de	(5, 3, 3)
mis-tviv-le	(5, 3)	ti-pfen-nig	(7, 3)

Illustrative word divisions—Continued

tjenst-skyl-dig	(7, 3)	uor-dent-lig	(3, 3)
tre-å-rig	(7, 2)	uret-mæs-sig	(3, 3)
ty-de-lig	(2, 2)	uvil-kår-lig	(3, 3)
ud-ar-bej-de	(5, 3, 2)	vå-ben-ø-vel-se	(2, 7, 2, 3)
ude-stå-en-de	(5, 4, 3)	ved-bli-ven	(5, 2)
und-dra-ge	(5, 2)	vel-ær-vær-dig	(7, 3, 3)
un-der-of-fi-cer	(3, 5, 3, 2)	yt-rings-fri-hed	(3, 7, 6)
un-der-skri-ve	(3, 5, 2)	ærg-rel-se	(3, 3)
und-skyld-ning	(5, 3)	øn-ske-lig	(3, 2)

Stress and diacritics

Most words are stressed on the first syllable, except when they begin with a prefix such as *be-*, *er-*, *for-*, *ge-*, in which case the following syllable is stressed. Foreign words, especially those of French origin, are usually accented on the last, or next to the last, syllable. In compound words, the first component receives the primary stress; the second receives secondary stress.

In stressed syllables, vowels are generally long before one consonant or none, and short before two or more consonants. There are, however, many exceptions, especially in that a long vowel is often found before two or more consonants. Some monosyllables, which are generally weakly stressed in the sentence, are short, even when they end in a vowel or single consonant.

In unstressed syllables, the vowel is always short. If a word, having, when it stands alone, a long vowel, occurs unstressed in a spoken sentence, the vowel in question is pronounced short.

Characteristic of Danish is an unwritten sound, called the stød, or glottal stop; i.e., a closure of the vocal cords, followed by a sudden opening of them. The sound, resembling a slight cough, occurs often in English before stressed vowels, but speakers of English are scarcely aware of it.

The stød occurs only in stressed syllables. It is used both after vowels and after voiced consonants following a vowel. It does not occur in a word or syllable which is made up of a short vowel followed by one or more of the consonants *p*, *b*, *t*, *d*, *k*, *g*, *f*, or *s*, nor in any word or syllable ending in a short vowel. It is also usually absent from the first part of compound words, even where the uncompounded form would have a stød. Otherwise, the stød is found in all monosyllables and in some polysyllables, especially foreign loanwords. It is also found in polysyllabic second members of compounds, even where, uncompounded, the word would have no stød.

However, the presence or absence of the stød cannot be determined from the written form of the word, but must be known for each word itself, and even for each form of the word. A word which is pronounced with a stød when stressed may lose it if it is weakly stressed in a sentence.

With the exception of *å*, *ä* (variants for æ), and *ö* (variant for ø), diacritics are used only in foreign loanwords and in certain proper names.

Capitalization

Capitalization is as in English, except that the pronouns *De*, *Dem*, and *Deres* are capitalized, as is the familiar form of the pronoun *I*. Formerly, all nouns were capitalized, as in German. Proper adjectives are lowercased.

Punctuation

Punctuation is practically the same as in English, except that all dependent clauses are set off by commas.

Abbreviations

adr.	adresse, address, c/o
afs.	afsender, sender
ang.	angående, concerning
anm.	anmærkning, remark, observation
A/S	Aktieselskab, joint-stock company
bd.	bind, volume, volumes
bl.a.	blandt andet, blandt andre, among other things, or others
d.	død, dead
d.å.	dette år, this year
d.d.	dags dato, the date of the day, this day
d.m.	denne måned, this month
dr.	doktor, doctor
d.v.s.	det vil sige, that is, that is to say
eks.	eksempel, example (illustration), e.g.
etc.	et cetera, et cetera
f.	født, born
f.å.	forrige år, last year
f.eks.	for eksempel, for instance
ff.	følgende, the following
fhv.	forhenværende, former, late
fig.	figur, figure
forf.	forfatter, author
frk.	frøken, Miss
gl.	gammel, old
H. M., Hs. M.	Hans Majestæt, His Majesty
Hds. M.	Hendes Majestæt, Her Majesty
hr.	herr, sir, Mr.
if.	ifølge, according to
jf., jfr.	javnfør, compare
kap.	kapitel, chapter
kgl.	kongelig, royal
kl.	klokken, o'clock; klasse, class
kpt.	kaptajn, captain
kr.	krone, crown; kroner, crowns (coin)
m.fl.	med flere, with others, and others
m.h.t.	med hensyn til, with regard to
m.m.	med mere, et cetera, and more, and so forth
n.b.	nota bene, mark (notice) well
n.n.	nomen nescio, Mr. * * * Mr. such a one
nr.	nummer, number
obs.	observer, observe
o.s.v.	og så videre, and so forth, etc.
p.s.	postskriptum, postscript
R.	ridder, knight
red.	redaktør, editor
s.	side, page; sider, pages
s.d.	samme dato, same date
sml.	sammenlign, compare
s.u.	svar udbedes, an answer is requested
vedr.	vedrørende, concerning

Cardinal numbers

en (een, et)	one
to	two
tre	three
fire	four
fem	five
seks	six
syv	seven
otte	eight
ni	nine
ti	ten
elleve (elve)	eleven
tolv	twelve
tretten	thirteen
fjorten	fourteen
femten	fifteen
seksten	sixteen
sytten	seventeen
atten	eighteen
nitten	nineteen
tyve	twenty
en og tyve, etc.	twenty-one, etc.
tredive	thirty
fyrre (fyrretyve)	forty
halvtreds (halvtredsindstyve)	fifty
tres (tresindstyve)	sixty
halvfjerds (halvfjerdsindstyve)	seventy
firs (firsindstyve)	eighty
halvfems (halvfemsindstyve)	ninety
hundrede	hundred
hundrede og en, etc.	one hundred and one, etc.
tohundrede, etc.	two hundred, etc.
tusind(e)	thousand

Note.—The forms in parentheses are old fashioned and are seldom used today.

Ordinal numbers

første	first	syttende	seventeenth
anden	second	attende	eighteenth
tredje	third	nittende	nineteenth
fjerde	fourth	tyvende	twentieth
femte	fifth	en og tyvende, etc.	twenty-first, etc.
sjette	sixth		
syvende	seventh	tredivte	thirtieth
ottende	eighth	fyrretyvende	fortieth
niende	ninth	halvtre(d)sindstyvende	fiftieth
tiende	tenth	tre(d)sindstyvende	sixtieth
ellevte (elvte)	eleventh	halvfjerdsindstyvende	seventieth
tolvte	twelfth	firsindstyvende	eightieth
trettende	thirteenth	halvfemsindstyvende	ninetieth
fjortende	fourteenth	hundrede og første, etc.	hundred and first, etc.
femtende	fifteenth		
sekstende	sixteenth		

NOTE.—Hundred(e) (100) and tusind(e) (1,000) have the same form for cardinals and ordinals.

Months

januar (jan.)	January	juli	July
februar (feb.)	February	august (aug.)	August
marts	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
maj	May	november (nov.)	November
juni	June	december (dec.)	December

Days

søndag	Sunday	torsdag	Thursday
mandag	Monday	fredag	Friday
tirsdag	Tuesday	lørdag	Saturday
onsdag	Wednesday		

Seasons

forår	spring	efterår	autumn
sommer	summer	vinter	winter

Time

time	hour	måned	month
dag	day	år	year
uge	week		

REFERENCES.—Henni Forchhammer, How To Learn Danish (1932); A. Arnholtz und C. A. Reinhold, Einführung in das Dänische Lautsystem (1936); Ingeborg Stemann, Danish (1938); G. Langenscheidt og H. Henningsen, Lommeordbog Over det Danske og Tyske Sprog (1941); Johs. Magnussen, Otto Madsen og Herman Vinterberg, Dansk-Engelsk Ordbog (1943); Jeannette Dearden and Karin Stig-Nielsen, Spoken Danish (1945).

DUTCH

Nu is het duidelijk, dat het duratieve aspect in de feitelijke handeling moeilijk tot zijn recht kan komen. Men kan wel stilstaan op een plaats, maar niet stilstaan in de tijd. De enige middelen, die hier practisch ten dienste staan, zijn de herhaling en de vertraging. Van beide vindt men in allerlei godsdienstige rituelen voorbeelden.—Held: Magie, Hekserij en Toverij, Groningen (1950), p. 10.

Alphabet and pronunciation

A	a	*a* in father
B	b	*b; p* at end of words
C	c	*k; s* before *e, i, y*
D	d	*d; t* at end of words
E	e	*e* in met; *a* in fate
F	f	*f*
G	g	*ch* in German auch
H	h	*h*
I	i	*i* in fit, police
J	j	*y* in yet; like English *z* in azure in some words
K	k	*k*
L	l	*l*
M	m	*m*
N	n	*n*
O	o	*o* in often, low
P	p	*p*
Q	q	*q*
R	r	*r*
S	s	*s* in sister
T	t	*t*
U	u	*u* in sure; also almost like *ee* in eel or like French *u* or German *ü*
V	v	*v; f* at end of words
W	w	*w*
X	x	*x*
Y	y	*i* in fit
Z	z	*z; s* at end of words

Special characters

Dutch uses the Latin alphabet; and with the exception of the circumflex and acute accents, which it uses only to a small extent, it has no special characters.

The letters *ij* are treated like a ligature. When they begin a capitalized word, both letters must be uppercased, thus: *IJsland*, Iceland; *IJverig*, zealous.

Vowels and consonants

The vowel letters are *a, e, i, o, u,* and *ij;* the remaining characters are all consonants. The so-called double vowels, *aa, ee, oo,* and *uu,* are merely lengthened sounds of their respective single forms; thus *aa* is like *aa* in Saar, *ee* like *a* in taste, *oo* like *o* in rose (never like *oo* in good), *uu* like *u* in sure. Double vowels are regarded by most grammarians as single characters rather than diphthongs.

Diphthongs

The diphthongs are pronounced approximately as follows:

aai as *ai* in aisle
au as *ou* in house
eeu as *a* in fate followed by French *u* or German *ü*
ei as *ai* in aisle
eu as *er* in her
ie as *ie* in pier
ieu as *eu* in reunion
ij as *ai* in aisle
oe as *oe* in shoe
oei as *uoy* in buoy
ooi as *oy* in annoy
ou as *ou* in house
ui as *urry* in furry

Digraphs

The digraphs and their sounds are:

ch like German *ch* [1]
ph as *f*
qu like English *qu*
sch as *s* plus *ch* or *s* [2]
sj as *sh* in shall
th as *t*

Rules for syllabification

1. Double vowels, diphthongs, and digraphs may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant or a digraph: *le-ven, leu-gen, la-chen, vrou-wen, le-raar.*
3. In a group of two or more consonants, division is made before the last consonant or digraph: *heb-ben, amb-ten, man-tje;* but if one of the consonants is *s* preceded by another consonant, the *s* goes over: *kor-sten, ern-stig, Pink-ster.* This rule cannot be applied to personal names, e.g.: *Bensdorp* should be: *Bens-dorp; Rijnsburger* should be: *Rijns-burger,* etc.
4. Division may be made between two vowels not constituting a diphthong or between a diphthong and a vowel: *zaai-en, knie-ën, spi-on.*
5. Certain adverbial prefixes are kept intact. These are: *aan, achter, af, be, bij, daar, door, er, ge, heen, her, in, mede, mein, mis, na, neder, neer, om, on, onder, ont, oor, op, over, samen, tegen, terug, toe, uit, ver, voor, voort, wan, weder,* and *weg: aan-vaarden, achter-eind, af-breken, be-drog,* etc.
6. Certain suffixes are kept intact. These are: *aard, aardig, achtig, heid, je, pje, schap, sche, ske, ste(n), ster,* and *tje: dronk-aard, eigen-aardig, zak-achtig, oord-je* (little place), *oor-tje* (little ear), *boom-pje, hoog-ste, bak-ster.*[3]
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6): *eer-ambt, angst-kreet.* The compounding *s,* if used, is kept with the preceding component: *rijks-ambt, volks-eenheid.*
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *repu-bliek, por-tret, Trans-atlantisch, Wash-ington, Shake-speare.* Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *dia-gnostisch, proto-plasma;* but *interesse* has been naturalized and is divided *inte-resse.*

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

aam-bor-stig	(3, 3)
aan-prij-zen	(5, 2)
ach-ter-uit-gang	(3, 5, 5)
Ame-ri-kaan-se	(2, 2, 3)
Am-ster-dam	(3, 3)
be-slis-sin-gen	(5, 3, 3)
bi-bli-o-theek	(8, 4, 2)
bij-een-bren-gen	(5, 7, 3)
con-sti-tu-tie	(3, 2, 2)
con-sti-tu-ti-o-neel	(3, 2, 2, 4, 2)
daar-op-vol-gend	(5, 5, 3)
des-a-vou-e-ren	(8, 2, 4, 2)
door-draai-en	(5, 4)
En-gel-se	(3, 3)
er-ach-ter	(5, 3)
ge-brui-ker	(5, 2)
ge-meen-schap-pe-lijk	(2, 3, 3, 2)
heen-snel-len	(5, 3)
her-e-ni-gen	(5, 2, 2)
in-acht-ne-ming	(5, 7, 2)
in-dus-trie	(3, 8)
in-te-res-se	(3, 2, 3)
kun-ste-naar	(3, 2)
me-de-stan-der	(2, 5, 3)
mees-ter-stuk-jes	(3, 7, 6)
mein-e-dig-heid	(5, 2, 6)
mi-cro-me-trisch	(8, 2, 8)
mis-brui-ken	(5, 2)
moei-lijk-heid	(2, 6)
na-druk-ken	(5, 3)
ne-der-knie-len	(2, 5, 2)
Ne-der-lan-der	(2, 5, 3)
Ne-der-land-se	(2, 5, 6)
neer-slach-tig	(5, 3)
om-stan-dig-heid	(5, 3, 6)
on-der-druk-ken	(3, 5, 3)
on-er-va-ren	(5, 3, 2)
ont-e-ren	(5, 2)
oor-spron-ke-lijk	(5, 3, 2)
op-hel-de-ring	(5, 3, 2)
op-ont-houd	(5, 5)
pro-spec-tus	(8, 3)

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[1] This sound of *ch* is for words of native origin only. In words of French origin *ch* is pronounced as in French (like *sh*) and in words of Greek origin like *ch* in *chorus.*

[2] The digraph *sch* has two sounds. At the beginning of a word and at the beginning of a syllable preceded by a prefix it is pronounced like *s* plus the Dutch *ch;* elsewhere like English *s.*

[3] The suffixes listed must be distinguished from the same letter combinations that are not suffixes and not appended to a meaningful word. Thus *ste* in *beste* is not a suffix, as *be* is not a word. Likewise *aard* in *veinzaard* and *grijnzaard* is not a suffix in the above sense, as there are no words *veinz* and *grijnz.* Properly, *veinzaard* and *grijnzaard* are derivatives of *veinzen* and *grijnzen* and are syllabified according to rule 3; i.e., *vein-zaard, grijn-zaard,* and *beste* is syllabified *bes-te.*

Illustrative word divisions—Continued

re-ge-ring	(2, 2)	uit-oe-fe-nen	(5, 2, 2)
re-pu-bliek	(2, 8)	ver-e-nig-de	(5, 2, 3)
re-pu-bli-keins	(2, 8, 2)	voor-af-gaan-de	(5, 3, 3)
sa-men-stel-ling	(2, 5, 3)	voort-breng-sel	(5, 3)
te-gen-ant-woord	(2, 5, 3)	wan-trou-wend	(5, 2)
te-rug-ei-sen	(2, 5, 2)	we-der-op-bou-wen	(2, 5, 5, 2)
tijd-schrif-ten	(7, 3)	weg-sprin-gen	(5, 3)
toe-tre-den	(5, 2)	zelf-re-ge-ring	(7, 2, 2)

Stress and diacritics

The stress in Dutch words falls on the root syllable in simple words and on the main component (usually the first) in compound words: *beSTELlen* (to order), *SCHOOLboek* (schoolbook). Words of foreign origin keep their own characteristic stress.

Diacritical marks are used to a limited extent in Dutch. The circumflex is used to indicate the contraction of two syllables into one, if the contraction is unusual: *daân* for *daden* (deeds), *liên* for *lieden* (people). The dieresis (trema) is used to indicate that the vowel over which it is placed does not form a diphthong with the preceding vowel but is pronounced separately: *zeeën* (pronounced *zay'-en*), seas; *oliën* (pronounced *olee'-en*), to oil. The acute is used to give added emphasis: *dáár is het*, there it is, but *daar is hij eindelijk*, there he is finally; *één gulden*, one guilder, but *een gulden*, a guilder.

Capitalization

Capitalization in Dutch is similar to that in English, but with the following differences:

The months, and days of the week in Dutch are written lowercase.

If the first word of a sentence is a single letter only, the word goes lowercase and the next one is capitalized: *'s Avonds is het koud*, in the evening it is cold. *'k Weet niet wat hij zegt*, I do not know what he says.

The first-person pronoun, *ik* (I), is not capitalized, but the second-person pronouns *U* (you), *Uw* (your), and *Gij* (you), are generally capitalized in personal correspondence.

The name particles *de*, *ten*, *van*, if not preceded by the Christian name, are capitalized; otherwise, lowercased.

Punctuation and hyphenation

Punctuation and hyphenation are similar to the usages in German (q.v.). The apostrophe, however, is used not only to indicate abbreviations or contractions but also to form the plural and possessive of foreign loanwords: *'n paard* (for *een paard*), a horse; *'s avonds* (for *des avonds*), in the evening: *'t huis* (for *te huis*), at home: *'k heb* (for *ik heb*), I have; *sofa's*, sofas; *Maria's*, Mary's. Quotation marks are set: „thus."

Abbreviations

A.P.	Anno Passato, in the past year; Amsterdams Peil, Amsterdam ordnance datum	jl.	jongstleden, last, ult.
b.v.	bij voorbeeld, for example, e.g.	Jr.	Junior, junior
dgl.	dergelijke, such	jr.	jaar, year
d.i.	dat is, that is, i.e.	ll.	laatstleden, last, ult.
dl.	deel, part, volume	Mej.	Mejuffrouw, Miss
e.g.	eerstgenoemde, the former, the before-mentioned	Mevr.	Mevrouw, Mrs.
enz.	en zo voort, and so forth, etc.	Mij.,	Maatschappij, society, company
e.v.	eerstvolgende, the following, next	Ndl.	Nederland, the Netherlands
geb.	geboren, born, né(e); also gebonden, bound	nl.	namelijk, namely, viz
Gebr.	Gebroeders, Brothers, Bros.	n.m.	namiddag, post meridiem, p. m.
Geref.	Gereformeerde, Reformed, Calvinist	N.V.	Naamloze Vennootschap, limited-liability company
Hfst.	Hoofdstuk, chapter	o.a.	onder andere, among others
H.M.	Hare Majesteit, Her Majesty	ong.	ongeveer, about, ca.
i.p.v.	in plaats van, instead of	Opm.	Opmerking, remark
		p.a.	per adres, c/o
		p.st.	pond sterling, pound sterling, £
		Sen./Sr.	Senior, senior
		vgl.	vergelijk, compare, cf.
		v.m.	voormiddag, ante meridiem, a.m.

Cardinal numbers

een	one	achttien	eighteen
twee	two	negentien	nineteen
drie	three	twintig	twenty
vier	four	eenentwintig, etc.	twenty-one, etc.
vijf	five	dertig	thirty
zes	six	veertig	forty
zeven	seven	vijftig	fifty
acht	eight	zestig	sixty
negen	nine	zeventig	seventy
tien	ten	tachtig	eighty
elf	eleven	negentig	ninety
twaalf	twelve	honderd	hundred
dertien	thirteen	honderd (en) één	one hundred and one
veertien	fourteen		
vijftien	fifteen	tweehonderd	two hundred
zestien	sixteen	duizend	thousand
zeventien	seventeen		

Ordinal numbers

eerste	first	zestiende	sixteenth
tweede	second	zeventiende	seventeenth
derde	third	achttiende	eighteenth
vierde	fourth	negentiende	nineteenth
vijfde	fifth	twintigste	twentieth
zesde	sixth	één en twintigste	twenty-first
zevende	seventh	dertigste	thirtieth
achtste	eighth	veertigste	fortieth
negende	ninth	vijftigste	fiftieth
tiende	tenth	zestigste	sixtieth
elfde	eleventh	zeventigste	seventieth
twaalfde	twelfth	tachtigste	eightieth
dertiende	thirteenth	negentigste	ninetieth
veertiende	fourteenth	honderdste	hundredth
vijftiende	fifteenth	duizendste	thousandth

Months

januari (jan.)	January	juli	July
februari (feb.)	February	augustus (aug.)	August
maart (mrt.)	March	september (sept.)	September
april (apr.)	April	october (oct.)	October
mei	May	november (nov.)	November
juni	June	december (dec.)	December

Days

zondag	Sunday	donderdag	Thursday
maandag	Monday	vrijdag	Friday
dinsdag	Tuesday	zaterdag	Saturday
woensdag	Wednesday		

Seasons

lente, voorjaar	spring	herfst, najaar	autumn
zomer	summer	winter	winter

Time

uur	hour	maand	month
dag	day	jaar	year
week	week		

References.—E. Vrieze, De Nieuwe Spelling 1946 . . . (1946); T. G. G. Valette, Dutch Conversation Grammar (1928); F. G. Renier, Learn Dutch! A Dutch Grammar (1942); J. van Ham en S. Hofker, Beknopte Nederlandse Spraakkunst (1939); Kramer's Engels-Nederlands en Nederlands-Engels Woordenboek (1950); L. Bloomfield, Spoken Dutch (1944).

FINNISH

Läänien vaakunat. Valtioneuvosto vahvisti tammikuun 18 päivänä 1962 Suomen lääneille omat vaakunat. Vaakunoiden pohjana ovat useimmissa tapauksissa vanhat maakuntavaakunat tai niiden yhdistelmät. Niinpä Uudenmaan läänillä, Ahvenanmaalla, Kuopion läänillä ja Pohjois-Karjalan läänillä on vaakunansa pohjana vanha maakuntavaakuna. Kilpien päällä näissä on kreivikunnan kruunu, paitsi Pohjois-Karjalalla herttuakunnan kruunu. Muut vaakunat ovat yhdistelmävaakunoita.—Mitä, Missä, Milloin (1963), p. 311.

Alphabet and pronunciation

A	a	*a* in father, sofa
B	b	*b*
C	c	*c* in calm or in cease
D	d	*d*
E	e	*e* in met
F	f	*f*
G	g	*g* in game
H	h	*h*
I	i	*i* in pit
J	j	*y* in yet
K	k	*k*
L	l	*l*
M	m	*m*
N	n	*n*
O	o	*o* in note, but short
P	p	*p*
Q	q	*q*
R	r	*r*, trilled
S	s	*s* in so
T	t	*t*
U	u	*u;* as *oo* in boot, but short
V	v	*v*
W	w	same as *v* (in archaic forms of proper names only)
X	x	*x*
Y	y	like German *ü* or like French *u*
Z	z	*s* or *ts*
Ä	ä	*a* in hat
Ö	ö	like German *ö* or like French *eu*

With only minor exceptions, words are spelled as they are pronounced and pronounced as they are spelled. Each letter is pronounced as only one sound and each sound is spelled with only one letter. The only exception to this rule is the *n* sound (the velar nasal like *ng* in *song*) which is represented by *n* (before *k*, *kenkä*) or by *ng* (in *kangas* which is spelled *kaŋŋas*). It has to be remembered also that *n* followed by *p* is often pronounced *m*; and, that *s* has a transient pronunciation between English *s* and *sh*.

Finnish *h* is pronounced also at the end of a syllable which is followed by a consonant (*kahvi*, *lehmä*) the same way as at the beginning of a word or syllable.

Since no *f* exists in common Finnish, *coffee* was pronounced *kahvi* and adapted as such. Initial *b* is pronounced *p: pommi* (from French *bombe*), initial *d* as *t: tohtori* (from Latin *doctor*), and *g* as *k: kuvernööri* (from French *gouverneur*).

Finnish pronunciation prefers one consonant at the beginning of the word, as reflected by Finnish adaptations of foreign words: *Tukholma* (*Stockholm*), *ranta* (*strand*).

Special characters

Finnish uses the Latin alphabet with the addition of the following special characters: *Ä ä* and *Ö ö*.

The letters *b*, *c*, *f*, *q*, *x*, and *z* do not occur in native Finnish words. However, the standard dictionaries, containing words of foreign origin, list them in the alphabetic order shown above.

Vowels and consonants

The vowel letters are *a, e, i, o, u, y, ä,* and *ö,* the remaining letters being all consonants. With the exception of *d, v, h,* and *j* which appear only in short versions, all Finnish sounds and their graphic counterparts may be short or long. Short sounds are represented by a single letter. Long vowels are represented by double letters: *aa, ee, ii, oo, uu, yy, ää,* and *öö*; long variants of the consonants are indicated in the same way: *gg, kk, ll, mm, nn, pp, tt,* etc.

Long variants of vowels occur in initial, middle, or final position in the context of words: *aamu, saada, kotimaa.* Long versions of consonants occur only in middle position in the context of words.

The letter *å* (of the Swedish alphabet), while not a genuine element of the Finnish, is frequently used in Finnish print, mostly in Swedish versions of Finnish proper names. Also known and used are the consonants *sh* (English *sh*) and *š* and *ž* (representing the *sh* and *zh* consonants which occur in Russian), mostly in proper names.

Diphthongs

The diphthongs and their sounds are:

ai as *ai* in aisle
au as *ow* in how
ei as *ei* in eight
eu like Finnish *e* plus *u*
ey like Finnish *e* plus *y*
ie like Finnish *i* plus *e*
iu like Finnish *i* plus *u*
oi as *oi* in oil
ou as *ow* in low
ui like Finnish *u* plus *i*
uo like Finnish *u* plus *o*
yi like Finnish *y* plus *i*
yö like Finnish *y* plus *ö*
äi like Finnish *ä* plus *i*
äy like Finnish *ä* plus *y*
öi like Finnish *ö* plus *i*
öy like Finnish *ö* plus *y*

The diphthongs *ie, uo, yö, eu, iu, yi, ai, äy, öi,* and *öy* are sounded as indicated above; i.e., like their constituent separate letters but in quick succession, *ie, uo, yö* having the main stress on the second vowel, the others on the first. The above combinations, except those ending in *i,* are diphthongs only at the beginning of a word or of a compound constituent; elsewhere they are separate vowels and may be divided: *tapa-us, kope-us, kieli-en.*

Rules for syllabification

1. Division is made between vowels not constituting a diphthong or between a diphthong and a vowel; however, a single vowel, especially at the beginning of the word, is not separated from the rest: *lapsi-en, oi-ke-us; asi-asta, eri-ävä.*

2. Long vowels which are represented by double letters may not be divided: *maat, ku-nin-kaan, kä-teen, e-siin, syyn, teh-dään.*

3. Two vowels (members of a diphthong) at the beginning of a word or immediately following the initial consonant may not be separated: *Suo-mi, ai-na, kau-ka-na, tie-dän.*

But when two vowels come together as the result of *k* alternating with zero in consonant gradation, there is a syllable division between the vowels: *nä-en* (from *nä-ke-*), *ta-ot-tu* (from *ta-ko-*).

4. When two vowels (diphthongs) occur beyond the first syllable in the word, they may not be divided if the second vowel is *i, u,* or *y: an-tai-sin, va-rau-tui.* Otherwise, there is a syllable division between the vowels: *a-si-a, ka-tu-a, ly-hy-ät, sil-mi-ä-ni.*

5. Division is made on a vowel (short or long), or on a diphthong before a single consonant: *ka-la, kä-ve-let, ky-sy-mys; maa-ta, pii-ri, kuu-si; neu-la, tie-ni, yö-tä, kau-pun-ki, tu-le-vai-suus.*

6. Long consonants which are represented by double letters are divided: *kans-sa* (with), *tyt-tö, kuk-ka, kap-pa-le, keit-ti-ö, käyt-täy-tyy, lop-pu-ma-ton, lai-val-la, pork-ka-na.*

7. Division is made between two different consonants: *kan-sa* (nation), *piis-pa, kau-nis-ta, Tuk-hol-mas-ta.*

8. When more than two consonants appear together, division is made before the last one: *Rans-kas-ta, myrs-kyi-den.*

9. Compound words are divided according to their components: *maa-ilma, esi-isä, muinais-usko, talous-elämä, levy-laulaja, kulttuuri-rahasto.* Further divisions of each component part follow the rules as described above.

10. Finnish prefers to add a vowel (*a, o, u,* but mostly *i*) to consonant endings of foreign words including proper names: *aateli* (from German *Adel*), *markka*

(from Swedish *mark*), *karamelli* (from Spanish *caramel*), *humpuuki* (from English *humbug*), *punssi* (from English *punch*), *hattu* (from Swedish *hat*), *kirkko* (from Nordic *kirk*). In syllabification, such foreign words follow the rules applied to the original Finnish stock: *aa-te-li, mark-ka, ka-ra-mel-li, hum-puu-ki, puns-si, hat-tu, kirk-ko.*

In forms of declination the foreign words experience the same transformations as the original stock: *markat* (nominative plural for *markka*), syllabified as *mar-kat; hatun* (genitive singular for *hattu*), syllabified as *ha-tun; kirkon* (genitive singular for *kirkko*), syllabified as *kir-kon.*

11. Not adapted foreign words and names retain most of the original forms in pronunciation and orthography; however, a final *i* is added to words ending with consonants: *demokraatti* (democrat), *intrigi* (intrigue), *alkoholi* (alcohol), *kongressi* (congress), *monogrammi* (monogram). Syllabification of such words follows the general Finnish rules: *de-mok-raat-ti, int-ri-gi, al-ko-ho-li;* or, in cases of more evident etymological background, they are divided according to their original components: *kon-gressi, mono-grammi.*

Declination forms with closed syllables (ending with consonant) of foreign words which are adopted with long *pp, kk,* and *ss* in their singular nominative forms (mostly ending with *i*, i.e., with an open syllable), reduce the long consonants: *Euroopan* (from *Eurooppa*), *romantiikan* (from *romantiikka*), *monarkit* (from *monarkki*, monarch), *tansit* (from *tanssi*, adapted form of German Tanz). In syllabification: *Eu-roopan* (but *Eu-roop-pa*), *ro-man-tii-kan* (but *ro-man-tiik-ka*), *mo-nar-kit* (but *mo-nark-ki*), *tan-sit* (but *tans-si*).

12. Unadapted foreign words and their derivatives retain most of the original orthographic form of the basic words (for reasons of frequent reprinting or for difficulties caused when respelled in accordance to characteristics of Finnish pronunciation): *Shakespeare* and *Shakespearin elämä* (life of Shakespeare), *Budapest* and *Budapestissa* (in Budapest), *Washington* and *Washingtonista* (from Washington), *apopleksia, diagnostinen.* In syllabification: *Shake-speare* (but *Shake-spea-rin*), *Bu-da-pest* (but *Bu-da-pes-tis-sa*), *Wa-shing-ton* (but *Wa-shing-to-nis-ta*), *a-po-plek-si-a, dia-gnos-ti-nen.*

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ah-dis-tan	(7, 7)
ai-no-as-taan	(5, 1, 7, 2)
aja-tus-ai-ka	(1, 5, 9, 1)
al-keis-o-pe-tus	(7, 4, 9, 5, 5)
al-ku-o-sa	(7, 9, 5)
ame-ri-ka-lai-nen	(1, 5, 5, 5)
bil-joo-na	(5, 2)
brit-ti-läi-nen	(6, 5, 5)
de-mo-kraat-ti	(5, 11, 6)
Eng-lan-ti	(8, 7)
epä-o-leel-li-nen	(9, 5, 6, 5)
etu-oi-ke-us	(9, 5, 1)
huo-li-mat-ta	(3, 5, 6)
hy-dro-sta-tiik-ka	(11, 11, 2, 6)
il-man-a-la	(7, 9, 5)
kan-sa-lais-oi-ke-us	(7, 5, 4, 5, 1)
kan-sal-li-nen	(7, 6, 5)
kau-em-mak-si	(1, 6, 7)
ko-mi-sa-ri-us	(5, 5, 5, 1)
lii-al-li-nen	(2, 6, 5)
lu-et-te-lo	(1, 6, 5)
muu-ka-lai-nen	(2, 5, 5)
muut-tu-ma-ton	(2, 6, 5)
myön-tei-nen	(3, 4)
nais-a-sia	(3, 9, 1)
neu-vok-ki	(3, 6)
neu-vot-te-lu	(3, 6, 5)
ni-mi-kir-joi-tus	(5, 9, 7, 5)
nä-en-näi-ses-ti	(3, 6, 4, 7)
oi-ke-us-a-sia	(1, 1, 9, 5)
omis-ta-ja	(1, 7, 5)
ope-tus-ai-ne	(1, 5, 9, 5)
osit-tai-nen	(1, 6, 5)
pam-flet-ti	(11, 6)
piis-pan-is-tuin	(2, 7, 9, 7)
poik-ke-us	(3, 6, 1)
pääl-lik-kyys	(2, 6, 6, 2)
ran-gais-ta-va	(7, 4, 7)
rau-ta-tie	(3, 9)
ri-kok-sel-li-nen	(5, 7, 6)
sai-ras-a-pu	(3, 9, 5)
sa-man-ai-kai-nen	(5, 9, 5, 5)
sat-tu-moi-sin	(6, 5, 5)
sa-tun-nai-nen	(5, 6, 5)
sei-sah-dus	(3, 7)
se-lit-te-ly	(5, 6, 5)
sel-väs-ti	(7, 7)
sem-min-kin	(6, 6)
seu-rus-te-lu	(3, 7, 5)
sih-tee-ri	(7, 2)
si-jais-kans-le-ri	(5, 4, 9, 8, 5)
Suo-ma-lai-nen	(3, 5, 5)
suo-si-ol-li-ses-ti	(3, 1, 6, 5, 7)
ta-val-li-nen	(5, 6, 5)
teh-taa-lai-nen	(7, 2, 5, 4)
xe-ro-ftal-mia	(5, 11, 7)
Yh-dys-Val-lat	(7, 9)

Diacritics and stress

With the exception of *ä* and *ö*, Finnish uses no diacritics. Stress is always on the first syllable.

Capitalization

1. Long versions of vowels are capitalized by capitalization of the first letter: *Aa, Ee, Ii, Oo, Uu, Yy, Ää, Öö*. The same rule applies to diphthongs which are capitalized by the capitalization of their first graphic element: *Ai, Au, Ei, Eu, Ie, Iu, Oi, Ou, Ui, Uo, Yi, Yö, Äi, Äy, Öi, Öy*.

2. Capitalized is the Finnish name God: *Jumala* (or equivalent terms), but not its derivatives: *jumalallinen* (divine).

3. The personal pronoun (nominative second person singular) *sinä* (thou) is capitalized (*Sinä*) when referring to relatives, children, close friends (in correspondence), to God, or is used in poetry. The personal pronoun (nominative second person plural) *te* is capitalized (*Te*) when used in addressing a third person or a group of persons with a mark of respect.

4. Capitalized are both parts of a hyphenated name (proper noun) if the second part is also a proper noun: *Länsi-Saksa* (Western Germany), *Etelä-Amerikka* (South America), *Pohjois-Karjala* (Northern Carelia), *Vähä-Aasia* (Asia Minor). If the name does not refer to a recognized independent region, letters in lowercase are used: *pohjois-Suomi* (northern Finland), *itä-Ranska* (eastern France).

5. Capitalized are proper names which form part of the name of a state or church holiday: *Juhannuspäivä* or *Juhannuksen päivä* (St. John's Day or Midsummer Day), *Mikon päivä* (St. Michael's Day), *Tapanin päivä* (St. Stephen's Day), or first letters of similar days, including those of memorial days, if they are compound words: *Itsenäisyyspäivä* (Independence Day), *Pääsiäispäivä* (Easter Day, i.e., Easter Sunday), *Snellmanin päivä* (Snellman Day), etc.

6. Capitalized are names of countries: *Ranska* (France), *Englanti* (England), *Yhdysvallat* (United States), *Suomi* (Finland), but derivatives of the same names meaning nations (nationalities) or languages of the same countries appear in lowercase: *ranskalainen* (Frenchman), *englantilainen* (Englishman), *amerikkalaiset* (Americans), *suomen kieli* (Finnish language).

7. Capitalized are words indicating attributes of historical figures: *Kaarle Suuri* (Charles the Great), *Pyhä Henrik* (Henric the Saint).

8. Capitalized are all words appearing as separate parts of a proper name: *Kasvatusopillinen Korkeakoulu* (Pedagogical, i.e., Teachers' College), *Yhteiskunnallinen Korkeakoulu* (College of Social Sciences); but *Kansallisteatteri* (National Theater), *Kymijoki* (Kymi River), *Maamme-laulu* "Our Land" (the Finnish national anthem), *Neuvostoliitto* (Soviet Union), *Olympiakylä* (Olympic Village), *Senaatintalo* (Senate Building).

9. Capitalized are parts of main titles of newspapers, journals, and unique literary works (including those of linguistic monuments) and series: *Uusi Suomi* (New Finland, newspaper), *Helsingin Sanomat* (Helsinki News, newspaper), *Helsingin Kaupungin Historiallisen Museon Julkaisuja* (Publications of the Historical Museum of the City of Helsinki, series), *Historiallinen Arkisto* (Historical Archives, journal), *Uusi Testamentti* (The New Testament), *Vanha Kalevala* (Old Kalevala); but *Aleksis Kiven Seitsemän veljestä* (the Seven Brothers by Aleksis Kivi), *Taidetta ja käsityötä Kansallismuseossa* (Arts and Handicrafts in the National Museum, series).

Punctuation and hyphenation

Finnish punctuation differs from the English in the following:

1. The period indicates that a figure stands for the ordinal number: *2. partisiippi* (the second participle), but it is not applied in connection with Roman numerals: *II partisiippi*. Neither does it appear when a figure is followed by *p.* (for *päivänä*, on . . .th day): *6 p. joulukuuta*, on the 6th of December. The period is used to separate parts of determinative dates: *Urheilukatsaus 1.10.1961–30.9.1962* (Sports Survey, Oct. 1, 1961–Sept. 30, 1962).

2. A comma separates subordinated sentences in the front of conjunctions like *että* (that), *jotta* (in order that), *koska* (because), *kun* (when), *jos* (if), *vaikka* (though), and *kuin* (as). But it is not used before the conjunctions *eli* (or), *ja* (and), *sekä* (as well as, and), *tai* (or), *vai* (or), and the enclitic *-ka, -kä*.

3. The colon replaces letters (or parts of words) in abbreviations: *p:nä* (for *päivänä*, on . . .th day), *k:lo* (for *kello*, o'clock). Endings of grammatical cases are joined to figures by a colon: *Kirjasto on avoinna k:lo 10:stä 15:een ja k:lo 17:sta 21:een* (The library is open from 10 a.m. to 3 p.m. and from 5 to 9 p.m.). The abridged parts of the text have to be read as: *kymmenestä, viiteentoista, seitsemästätoista* and *kaksikymmentäyhteen*.

4. The apostrophe is used to mark the omission of a letter: *yht'äkkiä* (for *yhtä äkkiä*, suddenly). It is also used in foreign words and names ending in a vowel sound in order to clearly separate the end of the name from the Finnish

case-ending: *Loti'n* (of Loti), *Raleigh'n* (of Raleigh), *Friedrichsruh'ssa* (in Friedrichsruh).

5. The hyphen is used between two identical vowels in compound words: *raha-apu* (financial aid). Also where, in two or more compound words, one element is to be understood as common: *suomen-, saksan- ja englanninkielinen* (in Finnish, German, and English languages); *syntymäpaikka ja -aika* (place and date of birth). Hyphen is used also where one part is a figure or abbreviation: *30-vuotias* (30 years old); *palovak.-yhtiö* (for *palovakuutusyhtiö*, fire insurance company).

Abbreviations

ap. or a.p.	aamupäivällä, before noon
Arv.	Arvoisa, esteemed
ed.	edellinen, former, foregoing
ent.	entinen, past, old
e.pp.	edellä puolenpäivän, before noon
esim.	esimerkiksi, for example, e.g.
H:ra or Hra	Herra, Mr., Sir
ip. or i.p.	iltapäivällä, afternoon, p.m.
jne. or j. n. e.	ja niin edespäin, and so on
j.pp.	jälkeen puolenpäivän, afternoon, p.m.
k-lo	kello, hour, o'clock
ko. or k.o.	kyseessä oleva, (being) under discussion, in question
ks.	katso, see, compare, cf.
l.	eli, or
m.	minuutti, minute(s)
Maist.	Maisteri, M.A. (academic title)
mk(k).	markka(a), mark(s) (Finnish currency)
mm.	muun muuassa, among others
Muist.	Muistutus, note
n.	noin, about, circa
nim.	nimittäin, namely, viz
N:o or №	numero, number
ns. or n.s.	niin sanottu, so called
Nti	Neiti, Miss
nyk.	nykyinen, current
oik.	oikeastaan, really, properly, correctly, actually
p.	penni, penniä, penny, pence; päivä, day, date
p.a.	paino arkki, printed sheet
R:va or Rva	Rouva, madam
s. or siv.	sivu, sivulla, page, pages
seur.	seuraava, following, next
so. or s.o.	se on, that is, i.e.
s.v.	samana vuonna, same year
t.	tai, or
t.k.	tämän kuun, this month
t.m.s.	tai muuta semmoista, and so on
Tri	Tohtori, Doctor
ts. or t.s.	toisin sanoen, in other words
Tuom.	Tuomari, Judge
t.v.	tänä vuonna, this year
v.	vuosi, year
vert. or vrt.	vertaa, compare, cf.
v.k.	viime kuuta, viime kuun, last month, of the last month
v.k.	virkaa tekevä, acting (i.e., chief)
y.m.	ynnä muuta, etc.

Cardinal numbers

yksi	one
kaksi	two
kolme	three
neljä	four
viisi	five
kuusi	six
seitsemän	seven
kahdeksan	eight
yhdeksän	nine
kymmenen	ten
yksitoista	eleven
kaksitoista	twelve
kolmetoista, etc.	thirteen, etc.
kaksikymmentä	twenty
kaksikymmentäyksi	twenty-one
kaksikymmentäkaksi, etc.	twenty-two, etc.
kolmekymmentä, etc.	thirty, etc.
sata	hundred
satayksi, etc.	one hundred and one, etc.
kaksisataa	two hundred
tuhat	thousand

Ordinal numbers

ensimäinen	first
toinen	second
kolmas	third
neljäs	fourth
viides	fifth
kuudes	sixth
seitsemäs	seventh
kahdeksas	eighth
yhdeksäs	tninth
kymmenes	tenth
yhdestoista	eleventh
kahdestoista	twelfth
kolmastoista, etc.	thirteenth, etc.

Ordinal numbers—Continued

kahdeskymmenes	twentieth	sadasensimmäinen, etc.	one hundred and first, etc.
kahdeskymmenesensimmäinen	twenty-first	kahdessadas	two hundredth
kahdeskymmenestoinen, etc.	twenty-second, etc.	tuhannes	thousandth
kolmaskymmenes, etc.	thirtieth, etc.		
sadas	hundredth		

Months

tammikuu	January	heinäkuu	July
helmikuu	February	elokuu	August
maaliskuu	March	syyskuu	September
huhtikuu	April	lokakuu	October
toukokuu	May	marraskuu	November
kesäkuu	June	joulukuu	December

Days

sunnuntai	Sunday	torstai	Thursday
maanantai	Monday	perjantai	Friday
tiistai	Tuesday	lauantai	Saturday
keskiviikko	Wednesday		

Seasons

kevät	spring	syksy	autumn
kesä	summer	talvi	winter

Time

tunti	hour	kuukausi	month
päivä	day	vuosi	year
viikko	week		

REFERENCES.—Maija Hellikki Aaltio, Finnish for Foreigners (1964); Vieno Severi Alanne, Finnish-English General Dictionary (1968); John Atkinson, Finnish Grammar (1969); Finnish for Travellers (Editions Berlitz, 1970); Lauri Hakulinen, The Structure and Development of the Finnish Language (1963); Meri K. Lehtinen, Basic Course in Finnish (1964); Aili Rytkönen and Augustus A. Koski, Finnish: Graded Reader (1968); Aino Vuolle, Finnish-English Dictionary (1964).

FRENCH

Maël, issu d'une famille royale de Cambrie, fut envoyé dès sa neuvième année dans l'abbaye d'Yvern, pour y étudier les lettres sacrées et profanes. A l'âge de quatorze ans, il renonça à son héritage et fit vœu de servir le Seigneur.—Anatole France, *L'Île des Pingouins*, chapter 1, opening lines.

Alphabet and pronunciation

A	a	between *a* in pat and *o* in pot
A	à	
A	â	*a* in hah
B	b	*b*
C	c	*c* in city before *e, i, y* (=*s*); *c* in car, elsewhere (=*k*)
Ç	ç	*c* in city (=*s*)
D	d	*d*
E	e	*e* in met when followed by two consonants, or by a single final consonant, digraph, or consonantal unit; silent when final and in *-ent*, third person plural verb ending; *e* in moment, before a single consonant, digraph, or consonantal unit, followed by a vowel
È	è	*e* in met
Ê	ê	*e* in met or there
Ë	ë	dieresis indicates that preceding vowel has its usual value and does not form a diphthong with *e*
É	é	*a* in late
F	f	*f*
G	g	*s* in pleasure (=*zh*) before *e, i, y; g* in game elsewhere
H	h	silent
I	i	*ee* in meet
Î	î	*ee* in meet
Ï	ï	*y* in yet, between vowels; *ee* in meet elsewhere
J	j	*s* in pleasure (=*zh*)
K	k	*k*
L	l	*l;* silent in a few cases—*gentil, outil, fils;* frequently letters *il* in final position, and after vowel, and *ill* before vowel pronounced like *y* in yet—*travail, fille*
M	m	*m*
N	n	*n; -ent*, third person plural verb ending, is silent
O	o	*o* in no when final; *o* in for elsewhere
Ô	ô	*o* in no
P	p	*p*
Q	q	*q* in quick (=*k*)
R	r	sound made by scraping of air between back of tongue and roof of mouth; silent when final in ending *-er*
S	s	*z* between vowels; usually silent when final; *s* elsewhere
T	t	*t* with few exceptions; usually silent when final.

[Concluded on following page]

U Û Ü	u û ü	like German *ü* (*ee* with lips rounded as for *oo*) in Esaü; usually silent after *g* and *q* before *e, i, y*
V	v	*v*
W	w	*w* or *v*
X	x	*gz* at beginning of word (Xavier, xylophone) and sometimes between vowels (exister); otherwise *ks*
Y	y	*ee*
Z	z	*z;* usually silent when final

Special characters

French uses the Latin alphabet with the addition of the following special characters: *à, â, ç, é, è, ê, ë, ï, ô, ù, û, ü.*

Vowels and consonants

The vowel letters are *a, e, i, o, u, y;* the other letters are consonants. Vowel sounds are represented by one of the vowel letters or by a combination of two or three of them. Consonant sounds are represented by one or two consonant letters.

Combinations of two vowel letters (diphthongs)

ai, ay, ei, ey as *e* in met or there
au, eau as *o* in no
eu, œ, œu as *u* in fur [1]
oi, oy as *wa* in watt
ou, oû, aoû as *oo* in moon
oui like English *we*
ui somewhat like English *we*

Combinations of two consonant letters (digraphs)

ch as *sh* in shoe; occasionally as *k*
gn as *ny* in canyon
gu as *g* in give before *e, i, y;* occasionally as *gw*
ll as *y* in yet (in *-ille*)
ph as in English
qu as *k;* occasionally as *kw*
rh as *r*
th as *t*

Sequences of vowel(s) and n or m (nasals)

In French, there are four nasal sounds. These are produced by allowing air to pass through the nose and the mouth at the same time, but without any actual sound of *m*, *n*, or *ng* after them. These sounds are represented by the syllables:

1. *am, an, em, en,* the vowel sound of each being like *a* in far;
2. *aim, ain, eim, ein, im, in, oin, ym, yn,* the vowel sound of each being *a* in sang;
3. *om, on,* with the vowel like *o* in song;
4. *eun, um, un,* with the vowel like *u* in sung.

Nasals occur at the end of a word or in the middle of a word before another consonant except *m* or *n:* f*ai*m, bi*en*, l*oin*, m*an*ger, m*em*bre; otherwise, the above combinations are not nasalized: *ananas* (pronounced *ànànà*), *nommer* (pronounced *nomé*). There are a few exceptions.

Consonantal units

In French, certain consonants followed by *l* or *r* or preceded by *s* are pronounced in the same syllable with the following vowel. These consonant groups are:

bl, br
chl, chr, cl, cr
dr
fl, fr
gl, gr
phl, phr, pl, pr
sc, sp, sph, squ, st
thr, tr
vl, vr

Rules for syllabification

In French, words are divided into syllables according to the following rules:

(1) *A consonant between two vowels commences a new syllable:*
ca-pi-tal, ca-pi-ta-li-sa-ble, ca-pi-ta-li-ser, ca-pi-ta-lis-me, ca-pi-ta-lis-te, mo-no-mé-tal-lis-te, li-bé-ra-toi-re, dé-sap-pro-vi-si-on-ne-ment, a-rith-mé-ti-que-ment,

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[1] Note that *œ* is printed as a single piece of type when it has this pronunciation, and also in some words of Latin origin, where it is pronounced as French *e*. When *o* and *e* are printed separately, they represent separate sounds in different syllables.

an-tis-ta-tu-tai-re-ment, pri-vi-lè-ge, su-bor-don-né, su-res-ta-ries, é-ti-que-ta-ge, e-xa-mi-na-teur, e-xer-ci-ce, e-xis-ten-ce, e-xo-né-rer, i-ne-xac-te-ment, in-de-xa-ti-on, i-nu-ti-le, u-ne, u-na-ni-me-ment, vi-gueur, vi-gou-reux, vi-gou-reu-se, paie-ment, pa-ral-lé-lé-pi-pé-di-que.

(2) *Two adjoining consonants (except rule 4 digraphs) between two vowels separate into two syllables:*

ac-com-mo-der, ac-quit-te-ment, at-ter-ris-sa-ge, bail-le-res-se, chan-geant, chan-gean-te, con-cur-ren-ti-el-le, cor-res-pon-dan-ce, des-cen-dre, ex-cep-ti-on-nel-le-ment, ex-pé-di-ti-on-nai-re, in-na-vi-ga-ble, in-te-ro-cé-a-ni-que, in-ter-val-le, ir-res-pon-sa-bi-li-té, os-cil-ler, ras-seoir, re-con-nais-san-ce, res-ti-tu-er, sub-di-vi-ser, sur-taux, veil-le.

(3) *A vowel can only begin a syllable, other than an initial syllable, when preceded by another vowel:*

a-é-ro-pla-ne, a-gré-er, an-ci-en, ar-ri-è-re, bé-né-fi-ci-ai-re, ca-mi-on, ca-out-chouc, co-as-so-ci-é, co-ef-fi-ci-ent, co-ïn-ci-der, dé-pou-il-le-ment, ex-tra-or-di-nai-re, feu-il-le, in-né-go-ci-a-ble, li-er, mi-eux, na-ti-on, ou-est, ré-é-va-lu-er, ré-u-ni-on, ro-yau-me, vic-tu-ail-les, vi-e-il-lir, vi-eux, voi-li-er, vo-ya-ge.

(4) *The following digraph consonants are inseparable:*

bl: câ-blo-gram-me, chan-gea-ble, o-bli-té-rer, pu-bli-que. *Exception:* sub-lu-nai-re.
br: dé-brou-il-ler, li-bre, su-bré-car-gue. *Exception:* sub-ro-ger *and derivatives.*
ch: dis-pa-cheur, é-chan-til-lon, é-chauf-fer, gui-chet, re-cher-che.
cl: ac-cla-mer, ac-cli-ma-ter, é-clai-ra-ge, é-clu-se, ex-clu-sif.
cr: des-crip-ti-ve, é-cri-tu-re, ma-nus-crit, pres-cri-re, sous-cri-re.
dh: ré-dhi-bi-toi-re.
dr: a-dres-ser, cor-res-pon-dre, en-tre-pren-dre, or-dre.
fl: af-flux, ef-fleu-rer, in-fla-ti-on, in-flu-ent.
fr: af-fran-chir, en-cof-frer, in-dé-chif-fra-ble, ré-af-frè-te-ment, re-frap-pa-ge.
gl: ag-glo-mé-rer, a-veu-gle, é-tran-gle-ment, né-gli-gen-ce, rè-gle-ment.
gn: com-pa-gnie, é-par-gnant, ren-sei-gne-ment, si-gnal, vi-gnet-te.
gr: ag-gra-va-ti-on, dé-gros-sir, dé-ni-grer, in-té-gral, re-gret.
ph: chi-ro-gra-phai-re, dac-ty-lo-gra-phi-er, té-lé-pho-ne, u-ni-gra-phi-que.
pl: ac-com-plis-se-ment, ap-pli-ca-ti-on, com-plè-te-ment, ex-ploit.
pr: an-ti-pro-tec-ti-on-nis-te, ap-pren-dre, ex-pri-mer, pro-pri-é-té.
rh: ar-rhe-ment, ar-rhes, bi-blo-rhapt, e-nar-rher, trans-rhé-na-ne.
th: au-then-ti-que, dés-hy-po-thé-quer, hy-po-thé-cai-re, mé-tho-de.
tr: ad-mi-nis-tra-tif, cen-tre, co-di-rec-tri-ce, con-tre-si-gner, con-tres-ta-ries, il-lus-trée.
vr: a-vril, li-vrai-son, li-vre, ma-nœu-vrer, ou-vri-er.

(5) (*a*) ns, bs, *and* rs *are separable if followed by a vowel:*

con-sa-crer, con-seil-la-ble, con-si-dé-rer, in-sé-rer, in-sol-va-ble, in-suf-fi-sant, tran-sac-ti-on, tran-sat-lan-ti-que, tran-si-ter; ab-sor-ber, ob-ser-ver; per-su-a-der.

(*b*) ns, bs, *and* rs *are inseparable if followed by a consonant:*

cons-pi-rer, cons-ta-ter, cons-ti-tu-er, ins-pec-ter, ins-tal-ler, trans-cen-dant, trans-fè-re-ment, trans-port; no-nobs-tant, obs-ta-cles, subs-tan-ce; in-ters-ti-ce, pers-pec-ti-ve.

(*c*) ns *and* bs *are inseparable if followed by a consonant coupled with* r:

cons-trui-re, ins-cri-re, trans-cri-re, trans-gres-ser; abs-trac-ti-on, obs-truc-ti-on.

(*d*) ns *and* bs *are separable before* ci:

con-sci-en-ci-eux, in-sci-em-ment; ab-scis-se.

(6) (*a*) mp *and* nc *followed by* t *are inseparable:*

a-comp-te, comp-ta-ble, es-comp-ter, pré-emp-ti-on; fonc-ti-on, sanc-ti-on.

(*b*) *In all other combinations* mp *and* nc *are separable:*

em-plo-yer, em-prun-ter, im-por-tant; a-van-cer, fran-çais, fran-che, fran-co.

(7) *In writing or in print no syllable is separable which does not include a vowel;* thus, trigraph consonants are inseparable initially: scru-tin, but separable medially: ins-cru-ta-ble.

8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *alpen-stock, reichs-amt, cre-scendo, sky-scraper, Wash-ington.* Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *dia-gnostique, hémi-sphère, hémo-ptysies.*

Some of the small syllables, especially initial vowel uniliterals and final biliterals beginning with a vowel, are not usually separated from the body of the word in writing or print, but they are of importance in the pronunciation; thus, émission is pronounced *é-mi-si-on*, but the written or printed word is ordinarily only divided émis- (*end of line*) sion, not é- (*end of line*) mission, nor émissi- (*end of line*) on, though d'é- (*end of line*) mission, l'é- (*end of line*) mission, are better than d' (*end of line*) émission, l' (*end of line*) émission.

Divisions of words at the ends of lines should, of course, be avoided as far as possible, and not be carried to extremes.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ab-so-lu-ment	(2, 1, 1)	i-nex-pu-gna-ble	(1, 2, 4, 4)
abs-trac-ti-on	(4, 2, 3)	ins-pi-ra-tion	(5, 1, 1, 3)
ad-mi-nis-tra-ti-on	(2, 1, 4, 1, 3)	ins-tan-ta-née	(5, 2, 1)
a-mé-ri-cai-nes	(1, 1, 1, 1)	ins-truc-ti-on	(5, 2, 3)
an-ti-scor-bu-ti-que	(2, 2, 2, 1, 1)	in-tro-duc-ti-on	(4, 1, 2, 3)
at-mos-phé-ri-que	(2, 4, 1, 1)	Ja-ma-ï-que	(1, 3, 1)
au-to-gno-sie	(1, 4, 1)	Kam-tchat-ka	(8, 2)
bi-blio-thè-que	(4, 4, 1)	ki-lo-mé-tri-que	(1, 1, 4, 1)
bi-en-heu-reux	(3, 2, 1)	ma-la-droi-te-ment	(1, 4, 1, 1)
ca-out-chou-ter	(3, 4, 1)	ma-nus-crits	(1, 4)
cir-cons-tan-ces	(2, 5, 2)	mi-cro-sco-pi-que	(4, 2, 1, 1)
com-pri-ma-ble	(4, 1, 1)	non-ac-ti-vi-té	(1, 2, 1, 1)
cons-cien-cieu-se-ment	(5, 2, 1, 1)	no-nobs-tant	(1, 5)
cons-ti-tu-ti-on-nel	(5, 1, 1, 3, 2)	ob-jec-ti-vi-té	(2, 2, 1, 1)
des-cen-dant	(2, 2)	obli-ga-ti-on	(1, 1, 3)
des-crip-ti-on	(4, 2)	obs-cu-ri-té	(5, 1, 1)
dia-gnos-ti-quer	(4, 2, 1)	per-cep-ti-ble	(2, 2, 4)
dis-ci-pli-ner	(2, 4, 1)	pé-remp-ti-on	(1, 6, 3)
en-tr'ac-cor-der	(4, 2, 2)	pré-oc-cu-pa-ti-on	(3, 2, 1, 1, 3)
e-xé-cu-ti-ves	(1, 1, 1, 1)	pro-blè-mes	(4, 1)
ex-haus-se-ment	(2, 2, 1)	pro-pre-ment	(4, 1)
e-xo-cel-lu-lai-res	(1, 1, 2, 1, 1)	pros-crip-ti-on	(7, 2, 3)
ex-tra-or-di-nai-res	(4, 3, 2, 1, 1)	pros-pé-ri-té	(2, 1, 1)
gym-no-sper-mes	(2, 2, 2)	sub-cons-ci-en-ce	(2, 7, 3, 2)
hé-té-ro-do-xie	(1, 1, 1, 1)	su-bor-don-ner	(1, 2, 2)
hy-dro-sco-pie	(2, 2, 1)	sub-ro-ger	(4)
ig-ni-ti-on	(2, 1, 3)	subs-tan-ti-el	(7, 2, 3)

Stress and diacritics

In French, words do not have any syllabic stress, each syllable being uttered with almost equal force with a slight stress falling on the last.

The diacritics used in French are the acute, the circumflex, the grave, the dieresis (trema), and the cedilla.

The circumflex occurs on the vowels. It may indicate that an *s* followed the vowel in Old French, as in *île* from *isle*, island, and *pâté* from *paste*, paste; it may distinguish homonyms like *dû* (due) and *du* (of the); *â, ê, ô* may represent vowels longer than those spelled *a, e, o*, as in *âne, bête, môle*.

The acute accent occurs only on the *e; é* represents a close *e* sound, more like the *a* in late than the *e* in met. It will be found on an *e* followed by a single consonant or digraph or consonantal unit, followed by a vowel as in *érable, église, étrenne*. It will not be on an *e* followed by two consonants (i. e., two consonants which do not form a digraph or consonantal unit), as in *esclaves, elbeuf*. The letter *é* is common at the end of words (*été, passé*), and frequently initially, and medially as well, under the conditions already stated.

The grave accent occurs on *a, e,* and *u*. One of its functions is to distinguish homonyms: *a* (has) and *à* (to); *des* (of the) and *dès* (since); *ou* (or) and *où* (where). Far more frequent is the occurrence of *è*, indicating an open *e* sound, more like the *e* in met than the *a* in late. It occurs in one-syllable words in which mute *e* is the last letter, and a single consonant or digraph, or consonantal unit, is the next-to-last letter, as *ère, lèvre, sèche;* in word-final syllables like *-ère, -ière, -ègre, -èbre, -èvre, -èdre, -ères, -ières, -ègres*, etc.; occasionally, in a word ending in *es*, to indicate that the *e* is not silent, as in *progrès, succès*.

The dieresis occurs on the second of two consecutive vowel letters to indicate that the sequence does not have its usual value.

ai as *e* in met (*plaisir*)
ei as *e* in met (*reine*)
oi as *wa* in watt (*toi*)
œ as *u* in fur (*œil*)
gue as *g* in go plus mute *e* in vague
gui as *g* in go plus *ee* as in meet (*guide*); sometimes *g* as in go plus *we* as in we (*aiguille*)
aï as *a* in watt plus *ee* as in meet (*naïf*)
eï as *e* in met plus *ee* as in meet
oï as *o* in for plus *ee* as in meet (*colloïde*)
oë as *o* in for plus *a* as in late (*canoë*); as *o* in for plus *e* as in met (*noël*)
guë as *g* in go plus *u* as in German *ü* plus mute *e* (*aiguë*)
guï as *g* in go plus *u* as in German *ü* plus *ee* as in meet (*contiguïté*)

The cedilla occurs under the letter *c* before *a*, *o*, or *u*, to indicate that *c* is pronounced like *s; reçu*, received.

Capitalization

1. Capitalize the first word of sentences, phrases, verses, speeches, citations: *Un homme dit: "Je passerai la mer . . . ."*

2. After interrogation, exclamation, and suspension points when they end the sentence.

3. In proper names in general: *Jeanne, la France, la Seine.*

a. The names designating God, the three holy persons, Jesus Christ: *Le Créateur, la Providence, le Messie, le Tout-Puissant.*

b. The names of mythological divinities and abstractions personified by poetry or mythology, as well as the names of stars, constellations, and planets: *Jupiter, les Furies, Sirius, le Cygne.*

c. The proper names of people, families, and dynasties: *Les Français, les Bourbons;* but *l'Etat allemand, le drapeau français.*

4. The names of holidays: *La Toussaint, à Noël:* but not the names of days or months.

5. The names that have become proper names: *L'Orateur romain* (Cicero), *la Vierge* (Virgin Mary).

6. The proper names of scholarly, political, and religious organizations, or orders of chivalry: *L'Eglise, l'Institut de France, la Chambre de représentants, l'Université catholique de Paris, l'Ordre de la Couronne.*

7. Ordinarily the cardinal points when they are used absolutely, as in: *Les peuples de l'Orient;* otherwise the lowercase is used.

8. The proper names of streets, monuments, buildings, ships, etc.: *La rue des Tuileries, le Parthénon, le Titanic.*

9. The titles of books, poems, pictures, works of art, etc.

10. Titles, such as: *Sa Majesté, Son Excellence,* when addressing the person himself.

a. Nous, Vous, etc., in encyclicals, pastoral letters, etc.

b. Historical events: *La Renaissance, la Révolution.*

11. The adjective is capitalized when it is intimately connected with the proper name: *Etats-Unis, la Comédie-Française, Charles le Téméraire.*

a. When it precedes the name: *Le Saint-Office, la Sainte-Alliance.*

b. When it accompanies a geographic term: *La mer Méditerranée.*

Punctuation and hyphenation

The period indicates the end of the sentence. It is used sometimes to give greater emphasis to a subordinate clause.

The interrogation point is used in general as in English; an indirect interrogation is never followed by an interrogation point. When an interrogative phrase is followed by an insertion, the interrogation point is placed immediately after that phrase, the sentence continuing in lower case.

The exclamation point is placed directly after the exclamation; the interjection *ô* is never used by itself, as in *O regret!*, and the exclamation point is placed after the complete exclamation.

The comma marks a brief pause. In spelled out figures the decimal part is separated from the main part by a comma (instead of a period, as in English). It must be used after the place in the date: *Paris, le 4 juin . . . .*

The comma follows salutations, such as: *Ma chère Marie, ...*

It is used before *et*, *ou*, or *ni* when coordinating more than two elements, such as: *Un bon financier, dit . . ., ne pleure ni ses amis, ni sa femme, ni ses enfants.*

The semicolon marks a medium long pause.

The colon is used as in English.

The suspension points are used as in English.

The quotation marks in French are written: « ». However, *Le Grand Larousse,* in the preface to its 1960–64 edition, uses the English version: " ".

The punctuation is usually placed at the end of the quote, if the citation is a complete phrase, as in: *Je répondis: ≪J'attends le départ.≫* Otherwise " precede the punctuation, as in: *Quel homme, que ce ≪Père la Victoire≫!*

The apostrophe is used to mark the omission of *a*, *e*, *i*, as in: *l'arme*, *d'abord*, *s'il vous plaît.*

The hyphen is used much more widely than in English, and care should be exercised not to mistake the marginal hyphen in copy used orthographically as one of syllabification. The various orthographic uses of the hyphen are as follows:

1. Between verbs and the pronouns in questions: *Parlez-vous?* Do you speak?
2. Between verbs and object pronouns: *Parlez-moi*, speak to me.
3. Between verbs and the participles *en*, *y*, *ce*, *on: Portez-leur-en*, bring them some.
4. Between the personal pronoun and the adjective *même*, *moi-même*, myself.
5. On each side of the euphonic *t: A-t-il?* Has he? *Parlera-t-elle?* Will she speak?
6. Before *ci* and *là: celui-ci;* and in certain expressions after *ci* and *là*, as in *ces choses là-dessus.*
7. After *entre* in all reciprocal verbs: *s'entre-tuer*, to kill one another.
8. Between *demi* and its noun: *une demi-heure*, half an hour.
9. In compound nouns and adjectives, especially with prepositional particles, as in *arc-en-ciel*, rainbow; *nouveau-né*, newborn.
10. In spelled numbers (see p. 446).
11. Between first names: *Louis-Charles-Alfred de Musset.*
12. Between the word *Saint* and the following name, when used to designate a locality, a feast-day, a street, an era, etc., but not when it concerns the Saint himself: *la rue Saint-Jacques, La Saint-Nicolas.*
13. In geographic names: *Saint-Valéry-en-Caux*, etc.
14. In certain invariable phrases: *Pêle-mêle*, *avant-hier*, etc.

Abbreviations

a.	accepté, accepted
a.c.	année courante, current year
art.	article, article
av.	avec, with
B.B.	billet de bank, bank note
c (c^{es})	centime(s), centime(s)
c.à-d.	c'est-à-dire, that is (i.e.)
ch.	chapitre, chapter
ch. de f.	chemin de fer, railway
Cie, C^{ie}	compagnie, company
C.V.	cheval vapeur, H.P.
C., c., c^{te}	compte, account
f., fr.(s)	franc, franc(s)
h.	heure, hour
J.-C.	Jésus-Christ, Jesus Christ
M., MM.	Monsieur, Messieurs, Mr., Messrs.
M^{me}	Madame, Mrs.
M^{lle}	Mademoiselle, Miss
Mgr	monseigneur, my lord
N.-D.	Notre Dame, Our Lady
N.D.L.R.	note de la rédaction, editor's note.
p.ex.	par exemple, for example
p.f.s.a.	pour faire ses adieux, to say goodby

R.F.	République française, French Republic
R.S.V.P., or r.s.v.p.	répondez, s'il vous plaît, please answer
S.A.R.	Son Altesse Royale, His Royal Highness
S.E.	Son Excellence, His Excellency
S.E.O.	sauf erreur ou omission, error or omission excepted
S.M.	Sa Majesté, His Majesty
S.A., Soc. an^{e}	Société anonyme, similar to limited liability company
S.S.	Sa Sainteté, His Holiness
s.v.p.	s'il vous plaît, please
t., T.	tome, book
tît.	tître, title
t.s.v.p.	tournez, s'il vous plaît, please turn
voy., v.	voyez, voir, see
V^{ve}	veuve, widow
1er	premier *(m.)*, first
1ère	première *(f.)*, first
II^{e}, 2^{e}	deuxième, second

Abbreviations of metric terms

Mm	mégamètre	mm^3	millimètre cube	g	gramme
hkm	hectokilomètre	ha	hectare	dg	décigramme
mam	myriamètre	a	are	cg	centigramme
km	kilomètre	ca	centiare	mg	milligramme
hm	hectomètre	dast	décastère	kl	kilolitre
dam	décamètre	st	stère	hl	hectolitre
m	mètre	dst	décistère	dal	décalitre
dm	décimètre	t	tonne	l	litre
cm	centimètre	q	quintal	dl	décilitre
m^2	mètre carré	kg	kilogramme	cl	centilitre
mm	millimètre	hg	hectogramme	ml	millilitre
mm^2	millimètre carré	dag	décagramme		

NOTE.—It will be noted that the period is not used where the last letter in the abbreviation is the last letter of the complete word.

Cardinal numbers

un, *m.*	one	soixante et onze	seventy-one
une, *f.*		soixante-douze	seventy-two
deux	two	soixante-treize	seventy-three
trois	three	soixante-quatorze	seventy-four
quatre	four	soixante-quinze	seventy-five
cinq	five	soixante-seize	seventy-six
six	six	soixante-dix-sept	seventy-seven
sept	seven	soixante-dix-huit	seventy-eight
huit	eight	soixante-dix-neuf	seventy-nine
neuf	nine	quatre-vingts	eighty
dix	ten	quatre-vingt-un	eighty-one
onze	eleven	quatre-vingt-deux	eighty-two
douze	twelve	quatre-vingt-trois	eighty-three
treize	thirteen	quatre-vingt-quatre	eighty-four
quatorze	fourteen	quatre-vingt-cinq	eighty-five
quinze	fifteen	quatre-vingt-six, etc.	eighty-six, etc.
seize	sixteen	quatre-vingt-dix	ninety
dix-sept	seventeen	quatre-vingt-onze, etc.	ninety-one, etc.
dix-huit	eighteen	quatre-vingt-dix-sept	ninety-seven
dix-neuf	nineteen	quatre-vingt-dix-huit	ninety-eight
vingt	twenty		
vingt et un	twenty-one	quatre-vingt-dix-neuf	ninety-nine
vingt-deux, etc.	twenty-two, etc.		
trente	thirty	cent	hundred
trente et un	thirty-one	cent un, etc.	one hundred and one, etc.
trente-deux, etc.	thirty-two, etc.		
quarante	forty	deux cents, etc.	two hundred, etc.
cinquante	fifty	mille (mil)	thousand
soixante	sixty	million	million
soixante-dix	seventy	milliard	billion

Ordinal numbers

premier, *m.*	first	septième	seventh
première, *f.*		huitième	eighth
second, *m.*; seconde, *f.*	second	neuvième	ninth
deuxième		dixième	tenth
troisième	third	onzième, etc.	eleventh, etc.
quatrième	fourth	vingt et unième	twenty-first
cinquième	fifth	vingt-deuxième, etc.	twenty-second, etc.
sixième	sixth	centième	hundredth

Months

janvier (janv.)	January	juillet (juil.)	July
février (fév.)	February	août	August
mars	March	septembre (sept.)	September
avril (av.)	April	octobre (oct.)	October
mai	May	novembre (nov.)	November
juin	June	décembre (déc.)	December

Days

dimanche	Sunday	jeudi	Thursday
lundi	Monday	vendredi	Friday
mardi	Tuesday	samedi	Saturday
mercredi	Wednesday		

Seasons

printemps	spring	automne	autumn
été	summer	hiver	winter

Time

seconde	second	semaine	week
minute	minute	mois	month
demi-heure	half an hour	année	year
heure	hour	saison	season
jour	day		

Sets of figures, separated in English by commas, in French are separated either by spaces, as in: 1 005; 1 000 000, or by periods as in: 1.005; 1.000.000. Percentages printed in English in lowercase are in French frequently printed in uppercase: 2 1/2 0/0.

Authors and their works are cited in the text as follows: first name (mostly by initial), last name in caps; followed by a comma, then the name of the work in italics, followed by a comma, then volume in Roman numerals, followed by a comma, then the page: p. 211, for example. If the source is a newspaper or a periodical, the name of the author appears, as above, followed by *dans* (in) *le Temps* (a newspaper), or the name of the periodical, followed by a comma and the date, as in: *7 août 1962*, followed by a comma, then p. . . .. The source appears in parentheses, and, followed if cited at the end of a sentence, by a period. Sometimes *t.* (volume) precedes the volume, and *ch.* (chapter), the chapter referred to.

REFERENCES.—Le Grand Larousse (1960–64); Maurice Grevisse, Le bon usage (8th ed.) (1964); Kettridge's Commercial and Financial Dictionary (1957); Francis M. duMont, French Grammar (College Outline Series) (Barnes & Noble); Larousse, Dictionnaire moderne français-anglais/anglais-français (1960).

GERMAN

Wenn aber auch der Charakter verschiedener Weltgegenden von allen äußeren Erscheinungen zugleich abhängt; wenn Umriß der Gebirge, Physiognomie der Pflanzen und Tiere, wenn Himmelsbläue, Wolkengestalt und Durchsichtigkeit des Luftkreises den Totaleindruck bewirken; so ist doch nicht zu leugnen, daß das Hauptbestimmende dieses Eindrucks die Pflanzendecke ist. Dem tierischen Organismus fehlt es an Masse; die Beweglichkeit der Individuen und oft ihre Kleinheit entziehen sie unseren Blicken. Die Pflanzenschöpfung dagegen wirkt durch stetige Größe auf unsere Einbildungskraft.—Alexander von Humboldt, *Ansichten der Natur*, vol. II, p. 20 f. (1849).

Alphabet and pronunciation[1]

A	a	short: *a* like *u* in cup; long: *a* in father
Ä	ä	short: *e* in bet; long: *e* in there or *a* in bad
B	b	*b;* at end of word or syllable, bulb or as *p* in lip
C	c	before *e*, *i*, *ä* and usually *y*, as *ts* in bits; before other vowels, as *c* in can (=*k*)
D	d	*d;* at end of word or syllable, as *t* in hit
E	e	short: *e* in bet; long: somewhat like *a* in gate; in unstressed syllables, like *e* in aspen
F	f	*f*
G	g	*g;* at end of word after *e*, *ei*, and *i*, many Germans pronounce *g* like German *ch* (see under consonant sequences)
H	h	*h;* at end of word or syllable or before consonant, merely shows that preceding vowel is long; between vowels *h* has the effect of a dieresis
I	i	short: *i* in bit; long: *ee* in meet
J	j	*y* in yes
K	k	*k*
L	l	*l* in let
M	m	*m*
N	n	*n*
O	o	short: between *o* in not and *u* in nut; long: *o* in tone
Ö	ö	short: as in French neuf; (as in fur) long (tongue in long *e* position, lips in long *o* position): *u* in hurt or *eu* in fur
P	p	*p;* after initial *s*, as *p* in spin
Q	q	*k; qu* pronounced as *kv*
R	r	*r* in three or parade; at end of word or syllable, usually as in alter
S	s	before vowel, as *z* in zoo or *s* in rose; at end of word, as *s* in miss; before *p* or *t* at beginning of word, as *sh* in ship

[Concluded on following page]

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[1] All German vowels are pronounced short or long. German spelling does not consistently indicate vowel quantity, but two dependable conversion rules may be mentioned. A double vowel and a vowel followed by a single consonant are pronounced long; a single vowel followed by a double consonant is pronounced short. Consonant quantity is fairly stable; a double consonant does not indicate a lengthened sound.

T	t	*t;* after initial *s*, as *t* in stop
U	u	short: *oo* in cook; long: *oo* in boot
Ü	ü	short: tongue in short *u* position, lips in short *i* position; long (tongue in long *u* position, lips in long *i* position): *u* in French du
V	v	*v* or *f* at beginning of words, *f* at beginning and end of words; elsewhere usually *v*
W	w	*v*
X	x	*x* (=*ks*)
Y	y	short and long: as German *i* or German *ü;* occasionally (before vowel) as *y* in yet
Z	z	*ts* in bits

Special characters

German used to be set, traditionally, in the Fraktur alphabet (German text). It was abolished for official publications in 1941 and is virtually no longer used. For information on Fraktur, see earlier editions of this Manual. The Latin alphabet, which is now generally used, has, however, retained the following special characters, called umlauts: Ä ä,Ö ö, and Ü ü.

The Fraktur alphabet employed four ligatures: ch (*ch*), ck (*ck*), ß (ß, *ss*), and tz (*tz*). However, German style when using a Latin alaphabet has retained the following usages: In syllabification, tz may be divided, ch and ß may never be divided, and ck, if division is called for, must be changed to k-k. This is because the character c may never end a word or a syllable and, hence, may not terminate a line.

When German is set in Latin characters, the only ligature employed is ß; the other ligatures are represented by their respective individual characters. When ß is not available, it may be replaced by *ss*.

Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, and *y* (including the umlauts *ä*, *ö*, and *ü*). The other letters of the alphabet are consonants.

Vowel sequences (diphthongs)

The diphthongs and their sounds are:

aa as German long *a*
ai as *ai* in aisle
au as *ou* in our
äu as *oi* in noise
ee as German long *e*
ei as *ai* in aisle
eu as *oi* in noise
ie as German long *i*
oo as German long *o*
oe as German long *o* in some proper names (as distinguished from *oe* for the umlaut *ö*)
oi as German long *o* in some proper names

To the *ie* there are a few exceptions, as in a few words *ie* is not a diphthong but the two letters are sounded separately, as *ee-uh*. These exceptions occur usually at the end of words of foreign origin, the *ie* being equivalent to the Latin *ia: Linie, Materie*, etc.

To the above diphthongs should be added also *ae*, *oe*, and *ue*, which are sometimes used in place of *ä*, *ö*, and *ü*, respectively, and are sounded as *ä*, *ö*, *ü*.

Consonant sequences (digraphs)

The digraphs and their sounds are:

ph as English *ph=f*
sch as *sh* in shall
th as *t*

The sound for *ch* may be approximated by making a strong *h* sound. In words some, *ch* is pronounced like *k*. The digraph *sch* must be distinguished from the mere coincidental juxtaposition of those letters, pronounced like *s* and *ch* separately: *biß-chen*, little bit; *Fäß-chen*, little barrel; *Häus-chen* little house.

Consonantal units

The combinations *qu* (pronounced *kv*), *st*, and *ß* are treated as consonantal units. Some editors treat *pf* as a consonantal unit, especially after another consonant; but this is not favored by Duden, Rechtschreibung der deutschen Sprache, which divides *kämp-fen*, *Karp-fen*, *rup-fen* as indicated. The rule is that *pf* is separated when followed by a vowel.

When *ß* is replaced by *ss*, *ss* is never divided.

Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided with the exception of *ng*.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *le-ben*, *lie-ben*, *wa-chen*, *wa-schen*, *Mei-ster*, *gro-ßen*, *Re-qui-sit*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *Mut-ter*, *Was-ser*, *stimm-ten*, *kämp-fen*, *wün-schen*, *Fen-ster*, *Pfing-sten*.
4. Division may be made between two vowels not constituting a diphthong or between a diphthong and a vowel: *Oze-an*, *Trau-ung*.
5. Certain adverbial prefixes are kept intact. These are: *ab*, *an*, *auf*, *aus*, *be*, *bei*, *durch*, *ein*, *emp*, *ent*, *er*, *fort*, *ge*, *her*, *hin*, *hinter*, *in*, *miß*, *mit*, *nach*, *nieder*, *ob*, *um*, *un*, *unter*, *ver*, *vor*, *weg*, *wider*, *wieder*, *zer*, *zu*, *zurück*, and *zusammen: ab-ändern*, *An-erbe*, *auf-arbeiten*, etc.
6. Certain suffixes are kept intact. These are: *artig*, *chen*, *haft*, *heit*, *schaft*, and *tum: eigen-artig*, *Hühn-chen*, *Knapp-heit*, *Wachs-tum*.
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6): *alt-italienisch*, *Tür-angel*. The compounding *r* and *s*, if used, are kept with the preceding component: *dar-auf*, *wor-auf*, *Redens-art*, *Orts-angabe*.
8. Foreign words and components of foreign words follow the conventions of the language of origin: *Repu-blik*, *Hy-drant*, *Wash-ington*, *Shake-speare*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *Dia-gnose*, *Mikro-skop*.
9. When division is made on or before a syllable from which a letter was elided, the letter is restored to render the syllable integral: *glitschst* is divided *glit-schest*, *Luftschiffahrt* is divided *Luftschiff-fahrt;* and when the double consonant *ck* is divided, the *c* is changed to *k*, thus *Hacke* and *Zucker* are divided *Hak-ke* and *Zuk-ker*. It is important to bear in mind that words divided under this rule, if subsequently reset and run over, must have their original spelling restored.
10. No division should be made that results in a single letter being separated or a syllable of two letters occupying the second line. Wrong: *O-zean*, *koch-te*.
11. When, in a compound word, the first word ends with *s* and the second begins with *t*, the *st* rule does not apply: *Reichs-tag* not *Reich-stag*.
12. No division is permitted that affects the meaning adversely: *Spar-gelder* not *Spargel-der; Ur-instinkt* not *Urin-stinkt*.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

Ab-gren-zung	(5, 2)	Nach-ord-nung	(5, 3)
ame-ri-ka-ni-sche	(2, 2, 2, 2)	ne-ben-an	(2, 7)
Amts-an-tritt	(7, 5)	nie-der-bre-chen	(2, 5, 2)
an-ord-nen	(5, 3)	nied-rig-ste	(3, 3)
Auf-pflan-zung	(5, 3)	Ober-stabs-arzt	(7, 7)
Aus-zah-lung	(5, 3)	Ob-lie-gen-heit	(5, 2, 3)
bei-tra-gen	(5, 2)	ord-nungs-mä-ßig	(3, 7, 2)
Be-ob-ach-tung	(5, 5, 3)	Orts-an-ga-be	(7, 5, 2)
Be-quem-lich-keit	(2, 3, 3)	öster-rei-chi-sche	(7, 2, 2)
bläs-chen-för-mige	(3, 7, 3, 2, 1)	ost-in-di-sche	(7, 3, 2)
dar-ein-schla-gen	(7, 5, 2)	pas-sie-ren	(3, 2)
deut-sche	(2)	pflicht-schul-dig	(7, 3)
Deutsch-land	(7)	Plan-wirt-schaft	(7, 6)
Dienst-al-ter	(7, 3)	Platz-an-wei-sung	(7, 5, 2)
durch-ar-bei-ten	(5, 3, 2)	plat-zen-de	(3, 3)
ein-spre-chen	(5, 2)	Rat-haus-saal	(7, 7)
emp-fäng-lich	(5, 3)	Rich-ter-amt	(3, 3)
eng-li-sche	(3, 2)	recht-fer-ti-gen	(7, 3, 2)
ent-spre-chen	(5, 2)	Rechts-ge-schich-te	(7, 2, 3)
er-schreck-lich	(5, 3)	re-pu-bli-ka-nisch	(2, 8, 2, 2)
eu-ro-pä-i-sche	(2, 2, 4, 2)	Sach-ver-zeich-nis	(7, 5, 3)
Far-ben-auf-trag	(3, 7, 5)	schwei-ze-ri-sche	(2, 2, 2)
Fin-ster-nis	(3, 3)	Selbst-ach-tung	(7, 3)
fort-ar-bei-ten	(5, 3, 2)	Selb-stän-dig-keit	(7, 3, 3)
fünf-und-zwan-zig	(7, 7, 3)	sy-ste-ma-ti-sche	(2, 2, 2, 2)
ge-brau-chen	(5, 2)	über-ein-kom-men	(5, 5, 3)
her-aus-zie-hen	(5, 5, 2)	um-än-dern	(5, 3)
hin-ar-bei-ten	(5, 3, 2)	un-ab-hän-gig	(5, 5, 3)
hin-ter-brin-gen	(3, 5, 3, 11)	Un-ter-ab-tei-lung	(3, 5, 5, 2)
In-an-spruch-nahme	(5, 5, 7, 3)	ver-ei-nig-te	(5, 2, 3)
in-ein-an-der	(5, 5, 3)	Vor-an-schlag	(5, 5)
In-ter-esse	(3, 8, 3, 10)	weg-schlei-chen	(5, 2)
Jah-res-tag	(3, 7)	Werk-ar-beit	(7, 3)
Ka-me-ra-den	(2, 2, 2)	wi-der-spre-chen	(2, 5, 2)
Leb-haf-tig-keit	(3, 3, 3)	Wie-der-ab-druck	(2, 5, 5)
Maß-sy-stem	(7, 2)	Wirt-schaf-ter	(6, 3)
me-di-zi-ni-sche	(2, 2, 2, 2)	zer-split-tern	(5, 3)
Miß-er-folg	(5, 3)	zu-dre-hen	(5, 2)
mit-hel-fen	(5, 3)	zu-rück-er-o-bern	(2, 5, 5, 2)
mitt-le-rer	(3, 2)	zu-sam-men-flie-ßen	(2, 3, 5, 2)

Diacritics and stress

Other than the umlauts, no diacritical marks are used in German. The chief stress falls on the root syllable in simple words (*SINGen*, to sing), and on the leading component, usually the first, in compound words (*FESTland*, mainland). Words of foreign origin have their own characteristic stress.

Capitalization

With the exception of the following, capitalization conventions are the same as in English:

1. All nouns and words used as nouns are capitalized:[1] *das Geben*, the giving; *die Armen*, the poor.
2. Proper adjectives are lowercased: *die deutsche Sprache*, the German language.
3. Adjectives derived from personal names are capitalized: *die Lutherische Übersetzung*, Luther's translation; but when used descriptively, lowercased: *die lutherische Kirche*, the Lutheran Church; *ciceronische Beredsamkeit*, Ciceronic eloquence.
4. The pronouns *Sie*, you, *Ihr*, your, and *Ihnen*, to you, are capitalized, but not *ich*, I. The pronouns *Du*, you, *Dein*, your, and their various forms are capitalized in correspondence.

In solid matter, where the umlaut on capital letters is likely to cause trouble in alinement, it will be omitted and a lowercase *e* added after the capital, as *Ae* (*Aerger*), *Oe* (*Oel*), *Ue* (*Uebel*).

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[1] In the interest of simplicity, works in philology and bibliography often allow all common nouns to go lowercase.

Punctuation and hyphenation

Punctuation is practically as in English. The comma, however, is used to set off subordinate clauses of all kinds; e.g., *ich glaube, daß er kommen wird,* I believe that he will come.

In series of words made up of two parts, where one part is common to both words, the hyphen is used as follows: *Feld- und Gartenfrüchte* (field- and garden produce), the word *früchte* being common to both *Feld* and *Garten;* but *Haftpflicht-Versicherungsgesellschaft und -Versicherte* (liability-insurance company and -insured), because *Haftpflicht* is common to both *Versicherungsgesellschaft* and *Versicherte.*

Abbreviations

a.	an, am, an der, on (the), at (the)
a.a.O.	am angeführten Ort, in the place cited (loc. cit.)
Abb.	Abbildung, illustration, figure
Abk.	Abkürzung, abbreviation
Abt.	Abteilung, section
a.d.	an der, on the
a.D.	außer Dienst, retired
Adr.	Adresse, address
A.G.	Aktiengesellschaft, corporation
allg.	allgemein, general(ly)
Anm.	Anmerkung, note
Art.	Artikel, article
Aufl.	Auflage, edition
b.	bei, beim, near, with, c/o
Bd.	Band, volume
bes.	besonders, especially
betr.	betreffs, betreffend, concerning
bez.	bezüglich, respecting
Bez.	Bezirk, district
bezw., bzw.	beziehungsweise, respectively
Blg.	Beilage, enclosure
b.w.	bitte wenden, please turn page
ca.	circa. zirka, about
d.Ä.	der Ältere. Sr.
ders.	derselbe, the same
dgl.	dergleichen, the like, of that kind
d.h.	das heißt, that is, i.e.
d.i.	das ist, that is, i.e.
d.J.	der Jüngere, junior; dieses Jahres, of this year
DM	Deutsche Mark, mark (after World War II)
d.M.	dieses Monats, of the . . . instant
do.	ditto, the same
Dr.	Doktor, doctor
Dtzd.	Dutzend, dozen
einschl.	einschließlich, including, inclusive
entspr.	entsprechend, corresponding
e.V.	eingetragener Verein, incorporated society or association
ev.	evangelisch, Protestant
evtl.	eventuell, perhaps, possibly
Fa.	Firma, firm
ff.	folgende (Seiten), following (pages)
F.f.	Fortsetzung folgt, to be continued
Forts.	Fortsetzung, continuation
Frl.	Fräulein, Miss
geb.	geboren, born; gebunden, bound; geborene, née
Gebr.	Gebrüder, Brothers
gef.	gefälligst, kindly
gegr.	gegründet, founded
ges. gesch.	gesetzlich geschützt, registered trademark
G.m.b.H.	Gesellschaft mit beschränkter Haftung, Ltd., or Inc.
hrsg.	herausgegeben, edited or published
i.	in, im, in, in the
Ing.	Ingenieur, engineer
inkl.	inklusive, inclusive, included
insb.	insbesondere, in particular
Kap.	Kapitel. chapter
kath.	kathalisch, Catholic
Kl.	Klasse, class
lfd.	laufend, current
Lfg.	Lieferung, fascicle
M.	Mark, mark (coin)
m.E.	meines Erachtens, in my opinion
Nachf.	Nachfolger, successor(s)
nachm.	nachmittags, p.m., afternoon
näml.	nämlich, namely, i.e.
NB	(nota bene) beachte, note, remark (P.S.)
n.Chr.	nach Christus, A.D.
n.F.	neue Folge, new series
No., Nr.	Numero. number
no., ntto.	Netto, net
od.	oder, or
ö., österr.	österreichisch, Austrian
p.A.	per Adresse, care of (c/o)
Pf.	Pfennig, penny
Pfd.	Pfund, pound (lb.)
PS	Pferdestärke, horsepower
resp.	respektiv, respectively
rglm.	regelmäißg, regular

Abbreviations—Continued

S.	Seite, page
s.	siehe, see (cf.)
sel.	selig, late
Skt., St.	Sankt, Saint
s.o.	siehe oben, see above
sog.	sogenannt, so called
Sp.	Spalte, column
St.	Stück, individual piece
staatl.	staatlich, State or Federal
Str.	Strasse, street
s.u.	siehe unten, see below
T.	Teil, part
teilw.	teilweise, partly
u.	und, and
u.a.	und andere, and others; unter anderem, among other things; unter andern, among others (inter alia)
u.a.m.	und andere mehr, and many others
U.A. w.g.	Um Antwort wird gebeten, an answer is requested

usw.	und so weiter, and so forth, etc.
v.	(vide) siehe, see (cf.); von, of, from, by
v.Chr.	vor Christus, B.C.
Verf.	Verfasser, author
Verl.	Verleger, publisher
vgl.	vergleiche, compare
v.H.	vom Hundert, percent (%)
v.J.	vorigen Jahres, of last year
v.M.	vorigen Monats, of last month
vorm.	vormittags, morning, a. m.
Vors.	Vorsitzender, chairman
w.o.	wie oben, as above
Wwe.	Witwe, widow
z.	zu, zum, zur, to, to the, at
z.B.	zum Beispiel, for example
z.H.	zu Händen, attention of
Ztschr.	Zeitschrift, periodical
z.T.	zum Teil, in part
zus.	zusammen, together
z.Z.	zur Zeit, at the time, acting (e.g., secretary)

Cardinal numbers

eins	one
zwei	two
drei	three
vier	four
fünf	five
sechs	six
sieben	seven
acht	eight
neun	nine
zehn	ten
elf	eleven
zwölf	twelve
dreizehn	thirteen
vierzehn	fourteen
fünfzehn	fifteen
sechzehn	sixteen
siebzehn	seventeen
achtzehn	eighteen
neunzehn	nineteen
zwanzig	twenty
einundzwanzig	twenty-one
zweiundzwanzig	twenty-two
dreiundzwanzig, etc.	twenty-three, etc.
dreißig	thirty
vierzig	forty
fünfzig	fifty
sechzig	sixty
siebzig	seventy
achtzig	eighty
neunzig	ninety
hundert	hundred
hundertundeins	one hundred and one
hundertundzwei, etc.	one hundred and two, etc.
zweihundert, etc.	two hundred, etc.
tausend	thousand

Ordinal numbers

erste	first
zweite	second
dritte	third
vierte	fourth
fünfte	fifth
sechste	sixth
siebente	seventh
achte	eighth
neunte	ninth
zehnte	tenth
elfte	eleventh
zwölfte	twelfth
dreizehnte, etc.	thirteenth, etc.
zwanzigste	twentieth
einundzwanzigste	twenty-first
zweiundzwanzigste, etc.	twenty-second, etc.
dreißigste	thirtieth, etc.
vierzigste, etc.	fortieth
hundertste	hundredth
hundertunderste, etc.	one hundred and first, etc.
zweihundertste	two hundredth
tausendste	thousandth

After ordinal numbers a period is placed where in English the form would be 1st, 2d, etc., as *1. Heft; 2. Band.*

Months

Januar (Jan.)	January
Februar (Feb.)	February
März	March
April (Apr.)	April
Mai	May
Juni (Jun.)	June
Juli (Jul.)	July
August (Aug.)	August
September (Sept.)	September
Oktober (Okt.)	October
November (Nov.)	November
Dezember (Dez.)	December

Days

Sonntag	Sunday	Donnerstag	Thursday
Montag	Monday	Freitag	Friday
Dienstag	Tuesday	Sonnabend, Samstag	Saturday
Mittwoch	Wednesday		

Seasons

Frühling	spring	Herbst	autumn
Sommer	summer	Winter	winter

Time

Stunde	hour	Monat	month
Tag	day	Jahr	year
Woche	week		

References.—Der Große Duden, Rechtschreibung der deutschen Sprache und der Fremdwörter nach den für das Deutsche Reich und die Schweiz gültigen amtlichen Regeln (1942); G. O. Curme, A Grammar of the German Language (1922); Karl Breul, Heath's New German and English Dictionary (1939).

GREEK (Classical)

"Ὅτι μὲν ὑμεῖς, ὦ ἄνδρες Ἀθηναῖοι, πεπόνθατε ὑπὸ τῶν ἐμῶν κατηγόρων, οὐκ οἶδα· ἐγὼ δ' οὖν καὶ αὐτὸς ὑπ' αὐτῶν ὀλίγου ἐμαυτοῦ ἐπελαθόμην, οὕτω πιθανῶς ἔλεγον· καίτοι ἀληθές γε ὡς ἔπος εἰπεῖν οὐδὲν εἰρήκασιν.—Plato, Apologia, 1.

Alphabet and pronunciation

Α	α	alpha	*ā* in father; *ă* in *a*ha
Β	β	beta	*b* in bad
Γ	γ	gamma	*g* in go; *ng* in sing, before γ, κ, χ, and ξ
Δ	δ	delta	*d*
Ε	ε	epsilon	*ĕ* in French *été*; *e* in pet
Ζ	ζ	zeta	*z* in daze (originally *zd*, or *dz*)
Η	η	eta	*ē*, *ê* in French *fête*, *a* in English fare, *ä* in German *prägen*
Θ	θ	theta	*th* in thin (originally aspirated *t* as *th* in hothouse)
Ι	ι	iota	*ī* in machine; *ĭ* in pit
Κ	κ	kappa	*k* in kin
Λ	λ	lambda	*l* in let
Μ	μ	mu	*m* in met
Ν	ν	nu	*n* in now
Ξ	ξ	xi	*x* in lax
Ο	ο	omicron	*ŏ* in obey
Π	π	pi	*p* in pin
Ρ	ρ	rho	*r* in red
Σ	σ ς	sigma	*s* in see
Τ	τ	tau	*t* in tar
Υ	υ	upsilon	like German *ü* (ee with lips rounded as for *oo*) or French *u*
Φ	φ	phi	*ph* in phone (originally aspirated *p*, as *ph* in loophole
Χ	χ	chi	*ch* in German *machen*, or Scottish *loch* (originally aspirated *k* as the *kh* sound in blockhouse)
Ψ	ψ	psi	*ps* in caps
Ω	ω	omega	*ō* in or; *o* in go

In transliteration from Classical Greek, the letters may be represented thus: *a, b, g, d, e, z, ē, th, i, k, l, m, n, x, o, p, r, s, t, u, ph, ch, ps, ō;* initial ῥ is transliterated by *rh*, internal ῤῥ by *rrh;* υ not following α, ε, η, ι often represented by *y* instead of *u*. It was formerly customary to latinize Classical Greek names, and this custom is still followed for most ordinary names used in English literature; in doing this, the letters are transliterated as above, except: γ is represented by *n* before γ, κ, ξ, χ (the same applies to transliteration); η, by *e*, but the macron is usually omitted, giving simply *e*; κ, by *c*; υ, by *y*, except after α, ε, η, ι, where it is *u;* ω, by *o*, but the macron is usually omitted. The diphthong ει may be represented by *i* instead of *ei;* the diphthong ου may be represented by *u* instead of *ou*. The "rough breathing" is represented by *h*. In transliteration and romanization the accents and other diacritical marks are usually omitted.

Diphthongs

αι	*ai* in aisle	αυ	*ou* in out
ει	*ei* in veil	ευ	*e* in pet, *u* in rule; often anglicized to *u* in use
οι	*oi* in oil	ου	*ou* in soup
υι	German *ü*, plus *i* in machine; often anglicized to *we* as in we		

Cardinal numbers

α'	εἷς, μία, ἕν	one	ν'	πεντήκοντα	fifty
β'	δύο	two	ξ'	ἑξήκοντα	sixty
γ'	τρεῖς, τρία	three	ο'	ἑβδομήκοντα	seventy
δ'	τέσσαρες, -ρα	four	π'	ὀγδοήκοντα	eighty
ε'	πέντε	five	ϙ'	ἐνενήκοντα	ninety
ϛἕξ		six	ρ'	ἑκατὸν	hundred
			ρα'	ἑκατὸν καὶ εἷς, etc.	one hundred and one, etc.
ζ'	ἑπτὰ	seven			
η'	ὀκτὼ	eight	σ'	διακόσιοι, -αι, -α	two hundred
θ'	ἐννέα	nine	τ'	τριακόσιοι, -αι, -α	three hundred
ι'	δέκα	ten	υ'	τετρακόσιοι, -αι, -α	four hundred
ια'	ἕνδεκα	eleven	φ'	πεντακόσιοι, -αι, -α	five hundred
ιβ'	δώδεκα	twelve	χ'	ἑξακόσιοι, -αι, -α	six hundred
ιγ'	τρεισκαίδεκα, etc.	thirteen, etc.	ψ'	ἑπτακόσιοι, -αι, -α	seven hundred
κ'	εἴκοσι(ν)	twenty	ω'	ὀκτακόσιοι, -αι, -α	eight hundred
κα'	εἴκοσιν εἷς, etc.	twenty-one, etc.	ϡ'	ἐννιακόσιοι, -αι, -α	nine hundred
λ'	τριάκοντα	thirty	͵α	χίλιοι, -αι, -α	thousand
μ'	τεσσαράκοντα	forty	͵ι	μύριοι, -αι, -α	ten thousand

Ordinal numbers

πρῶτος, -η, -ον	first	δέκατος	tenth
δεύτερος, -α, -ον	second	ἑνδέκατος	eleventh
τρίτος, -η, -ον	third	δωδέκατος	twelfth
τέταρτος	fourth	τρίτος καὶ δέκατος, etc.	thirteenth, etc.
πέμπτος	fifth	εἰκοστός	twentieth
ἕκτος	sixth	εἰκοστὸς πρῶτος, etc.	twenty-first, etc.
ἕβδομος	seventh		
ὄγδοος	eighth	τριακοστός, etc.	thirtieth, etc.
ἔνατος	ninth	χιλιοστός	thousandth

The *stigma* (ϛ, representing *f*), *koppa* (ϙ) and *sampi* (ϡ) are survivors of an earlier alphabet and are used only in numerical notation.

These numerals, except the cardinals from 5 to 100, are regularly declinable according to the rules of the language.

The numeral characters take an acute accent after them, from 1 to 999. To place an accent below and to the left of a character multiplies it by 1000; e.g., α' = 1, ͵α = 1000, ͵αϡμδ' = 1944.

Chronology

The ancient Greek communities had no uniform system of time reckoning. For the purpose of holding Olympic Games they divided time into periods of 4 years, called Olympiads, the first year of the first Olympiad beginning in the middle of the summer of 776 B.C. Each year was divided into 12 months, but there was no division into weeks. From the third century B.C. the era of the Olympiads has been introduced to historical chronology.

The seasons were called ἔαρ (ἦρ), spring; θέρος, summer; ὀπώρα, autumn, and χεῖμα (χειμών), winter.

After the rise of Roman supremacy, the Julian calendar was adopted, with the Latin month names transliterated. After the advent of Christianity, the weekly system was adopted, with names of the days as in Modern Greek.

Months

Ἑκατομβαιών	Hecatombaion	About July
Μεταγειτνιών	Metageitnion	August
Βοηδρομιών	Boëdromion	September
Πυανεψιών	Pyanepsion	October
Μαιμακτηριών	Maimacterion	November
Ποσειδεών	Poseideon	December
Ποσειδεὼν δεύτερος	Second Poseideon	In leap years only
Γαμηλιών	Gamelion	January
Ἀνθεστηριών	Anthesterion	February
Ἐλαφηβολιών	Elaphebolion	March
Μουνυχιών	Mounichion	April
Θαργηλιών	Thargelion	May
Σκιροφοριών	Skirophorion	June

These are the months of the Athenian calendar, the best known to us. Several other calendars were in use throughout the ancient Greek world, the beginning of the year falling often at other seasons.

The modern equivalents are, of course, only approximate, as the Greeks had not calculated the year as accurately as more modern mathematicians have. The first day of Hecatombaion was intended to fall upon the summer solstice, but it actually varied from the middle of June to the first week in August.

Time

ὥρα	hour	μήν	month
ἡμέρα	day	ἔτος	year
ἑβδομάς	week		

References.—H. W. Smyth, Greek Grammar, rev. by G. M. Messing (1956); Liddell and Scott, A Greek-English Lexicon "9th" ed. (1925–40); W. Wallace, Index of Greek Ligatures and Contractions (Journal of Hellenic Studies 43, 1923); R. Proctor, The Printing of Greek in the Fifteenth Century (1900); V. Garthausen, Griechische Palaeographie. 2. Aufl., 2. Bd. (1913). E. Boisacq, Dictionnaire étymologique de la langue grecque. 4. ed. (1950); E. H. Sturtevant, Pronunciation of Greek and Latin. 2d ed. (1940).

GREEK (Modern)

'Εν πάσῃ περιπτώσει ἡ Κυϐέρνησις, πρὸ τῆς νέας τροπῆς τῶν γεγονότων, εἶχε χρέος νὰ στείλῃ πρὸς πάντας εἰδοποιήσεις καὶ νὰ δώσῃ τὰς ἀπαιτουμένας ὁδηγίας.—Eleutherios G. Prebelakēs, Hē Ekstrateia tou Ibraēm Pasa eis tēn Argolida.

Alphabet and pronunciation

Α	α	*Α α*	alpha	*a* in father; see *αι*, *αυ*, under Diphthongs
Β	ϐ	*Β ϐ*	beta	*v*
Γ	γ	*Γ γ*	gamma	*y* in yes before *αι*, *ε*, *ει*, *η*, *ι*, *οι*, *υ*, *υι*; *ng* in singer before *γ*, *κ*, *ξ*, *χ*; somewhat like *g* in go everywhere else; see *γγ*, *γκ*, under Digraphs
Δ	δ	*Δ δ*	delta	*th* in this, except in *νδρ*, pronounced *ndr*
Ε	ε	*Ε ε*	epsilon	*e* in met; see *ει*, *ευ*, under Diphthongs
Ζ	ζ	*Ζ ζ*	zeta	*z*
Η	η	*Η η*	eta	*ee* in eel; *y* in yet, when after a consonant and before a vowel; see *ηυ*, under Diphthongs
Θ	θ	*Θ θ*	theta	*th* in thin
Ι	ι	*Ι ι*	iota	*ee* in eel; *y* in yet when initial or after a consonant, before a vowel; see *αι*, *ει*, *οι*, *υι*, under Diphthongs
Κ	κ	*Κ κ*	kappa	*k;* see *γκ*, under Digraphs
Λ	λ	*Λ λ*	lambda	*l*
Μ	μ	*Μ μ*	mu	*m;* see *μπ*, under Digraphs
Ν	ν	*Ν ν*	nu	*n;* see *ντ*, under Digraphs
Ξ	ξ	*Ξ ξ*	xi	*x* (=ks)
Ο	ο	*Ο ο*	omicron	*o* in for; see *οι*, *ου*, under Diphthongs
Π	π	*Π π*	pi	*p;* see *μπ*, under Digraphs
Ρ	ρ	*Ρ ρ*	rho	*r*, somewhat like the Scotch trilled *r*
Σ	σ ς[1]	*Σ σ ς*	sigma	*z* before *ϐ*, *γ*, *δ*, *λ*, *μ*, *ν*, *ρ*; *s* everywhere else

[Concluded on following page]

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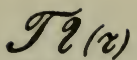
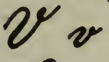
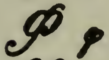
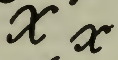
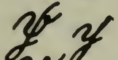
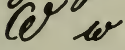
[1] The character σ is used in initial and medial positions in a word; the character ς, in the final position

Τ	τ		tau	*t;* see *ντ*, *τζ*, *τσ*, under Digraphs
Υ	υ		upsilon	*ee* in eel; *y* in yet, after a consonant and before a vowel; see *αυ*, *ευ*, *ηυ*, *ου*, *υι*, under Diphthongs
Φ	φ		phi	*f*
Χ	χ		chi	like a strong *h* (like German *ch*)
Ψ	ψ		psi	*ps*
Ω	ω		omega	*o* in or

In connected speech, many phonetic changes occur: word-final *n* often drops or becomes *m*, and the first sound of the next word may change, for example, from *p* to *b; ts* at the beginning of a word becomes *dz* after a word ending in *n;* many other such differences in pronunciation, between an isolated word and a word in connected speech, are observable. These phenomena, however, are not reflected in the spelling.

Modern Greek uses the same alphabet as Classical Greek, but many of the letters stand for different sounds now because of the linguistic changes that have taken place since classical times. The names of the letters are given here in the usual English version of their Classical Greek form. These names are usually pronounced in English as follows: alpha (*al* as in Alfred), bayta, gamma, delta, épsilon (*o* as in don), zayta, ayta, thayta, eye-ó-ta, kappa, lamda, mew, new, zie (*ie* as in die or sigh), óm-i-kron (*o*'s as in don), pie, roe, sigma, tou (*ou* as in house), yóu-psi-lon (or úp-silon), fie, kie, sie, o-máy-ga. In Modern Greek, the letter names are pronounced ahlfa, veeta, gahma, thelta (*th* as in then), eh-psee-láwn, zeeta, eeta, theeta (*th* as in thin), yoeta, kahpa, lahmvtha (*th* as in then), mee, nee, ksee, oh-mee-kráwn, pee, ro, seeg-ma, tahv, ae-psee-láwn, fee, hee, p-see, o-mée-ga.

It is suggested that for transliterating Modern Greek names, etc., the usual transliteration of the letters be used, regardless of pronunciation: *a, b, g, d, e, z, ē, th, i, k, l, m, n, x, o, p, r, s, t, u, ph, ch, ps, ō*. For *β*, *v* may be used if desired. (Compare with the remarks on transliteration of Classical Greek, p. 419.)

There are two quite different styles of Modern Greek: one is an extremely formal academic style, known as katharevousa; the other, called Demotic Greek, is used by everybody in daily speech, and in modern novels, stories, poetry, and some newspapers. There are considerable differences between the two styles in grammatical structure and vocabulary, but their pronunciation and spelling are largely the same.

Special characters

Some of the letters of the alphabet have variant forms: for alpha, α and ɑ; for beta, ϐ and β; for theta, ϑ and θ; for kappa, κ and ϰ; for pi, π and ϖ; for phi, φ and ϕ; for psi, ψ and y. These are used interchangeably.

Some Greek letters are exactly or nearly like the corresponding Latin letters: Α α, Β β, Ε ε, Ζ, Ι ι, Κ κ, Μ, Ν, Ο ο, ς, Τ τ, υ. The other letters are characteristically Greek: Γ γ, Δ δ, ζ, Η η, Θ θ, Λ λ, μ, ν, Ξ ξ, Π π, Ρ ρ, Σ σ, Υ, Φ ϕ, Χ χ, Ω ω.

Vowels

The vowels are α, ε, η, ι, ο, υ, and ω, including the three vowels with a subscript (ᾳ, ῃ, and ῳ), which are pronounced the same as their respective vowels without the subscript. The remaining letters are consonants.

Combinations of two vowel letters (diphthongs)

αι	as *e* in met
αυ	as *a* in watt, plus *f* before voiceless consonants (*θ*, *κ*, *ζ*, *π*, *σ*, *τ*, *φ*, *χ*, *ψ*); as *a* in watt, plus *v* before vowels and voiced consonants (*β*, *γ*, *δ*, *ζ*, *λ*, *μ*, *ν*, *ρ*)
ει	as *ee* in eel; *y* in yet, when after a consonant and before a vowel
ευ	as *e* in met, plus *f*, before voiceless consonants; as *e* in met, plus *v* before vowels and voiced consonants
ηυ	as *ee* in eel, plus *f*, before voiceless consonants; as *ee* in eel, plus *v*, before vowels and voiced consonants
οι	as *ee* in eel; *y* in yet, when after a consonant and before a vowel
ου	as *ou* in group, same as *oo* in food
υι	as *ee* in eel

Note that *ει*, *οι*, and *υι* are pronounced the same as the simple vowels *η*, *ι*, *υ*, all like *ee* in eel.

Combinations of two consonant letters (digraphs)

γκ as *g* in go initially; *ng* in finger, rarely *nk* in sink, elsewhere
γγ as *g* in go initially; *ng* in finger, rarely *nk* in sink, elsewhere
μπ as *b* in bet initially; *mb* in ember, rarely *mp* in empty, elsewhere
ντ as *d* in did initially; *nd* in end, rarely *nt* in enter, elsewhere
τζ as *dz* in adz; *j* in judge in some foreign words
τσ as *ts* in hats; *ch* in chug in some foreign words

Consonantal units

For purposes of syllabification, any combination of consonants that may begin a Greek word is a unit. Hence, the following are consonantal units:

βδ, *βλ*, *βρ*
γλ, *γν*, *γρ*
δμ, *δν*, *δρ*
θλ, *θν*, *θρ*
κλ, *κμ*, *κν*, *κρ*
μν
πλ, *πν*, *πρ*, *πτ*
σβ, *σθ*, *σκ*, *σμ*, *σπ*, *στ*, *στρ*, *σφ*, *σχ*
τλ, *τμ*, *τρ*
φθ, *φλ*, *φν*, *φρ*
χθ, *χλ*, *χν*, *χρ*

Also, any group of three consonants, the first two and the last two of which are units, as listed above, are likewise regarded as consonantal units. Thus, *χθρ* is a unit, because *χθ* and *θρ* are units.

Rules for syllabification

1. Diphthongs, digraphs when they represent a single sound, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, digraph, or consonantal unit: *πα-τέ-ρας*, *παι-διά*, *βί-βλος*.
3. In a group of two or more consonants, the division is made before the last consonant, digraph, or consonantal unit: *γλῶσ-σα*, *πορθ-μός*, *'Αγ-γλία*, *ἄν-θραξ*.
4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: *εὐ-ειδής*, *θέ-ατρον*, *λα-ϊκός*, *οὔ-ϊα*.
5. Certain adverbial prefixes are kept intact. These are: *ἀν*, *δια*, *δισ*, *δυσ*, *εἰσ*, *ἐκ*, *ἐν*, *ἐξ*, *μισ*, *προς*, *συν*, *ὑπερ*, and *ὡσ*: *ἀν-αρχία*, *ἐξ-άδελφος*, *ὥσ-τε*.
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *φιλ-άνθρωπος*, *τρισ-άθλιος*.
7. Foreign words in Greek orthography are regarded as naturalized words and divided according to rules 1 to 5: *'Αγ-γλία*, *Βά-σιγ-κτων*, *'Εδου-άρ-δος*; but foreign compound words are divided according to their component parts: *Τσεχο-σλοβακία*.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ἀγνω-στι-κὸς	(2, 2)	με-λαγ-χο-λία	(2, 3, 2)
αἱ-μορ-ρο-ΐ-δες	(2, 3, 4, 2)	με-τα-βάλ-λον-ται	(2, 2, 3, 3)
αἰ-σθαν-τι-κὸς	(2, 3, 2)	μισ-αν-θρω-πία	(5, 3, 2)
Ἀμε-ρι-κα-νὸς	(2, 2, 2)	μπαρ-μπέ-ρης	(3, 2)
ἀν-ω-δύ-νως	(5, 2, 2)	ναυ-αρ-χεῖ-ον	(6, 3, 4)
ἀπο-στρα-τεύ-ο-μαι	(2, 2, 4, 2)	νε-ο-ελ-λη-νι-κὸς	(4, 6, 3, 2, 2)
βα-σί-λει-ον	(2, 2, 4)	Οὐά-σιγ-κτων	(2, 3)
γλαύ-κω-μα	(2, 2)	πο-λι-τεῖ-αι	(2, 2, 4)
δι-ά-γνω-σις	(4, 5, 2)	πλη-ρε-ξού-σι-οι	(2, 2, 2, 4)
δισ-ε-κα-τομ-μύ-ρι-ον	(5, 2, 2, 3, 2, 4)	προσ-έγ-γι-σις	(5, 3, 2)
δύσ-καμ-πτος	(5, 3)	συμ-βαλ-λό-με-νοι	(3, 3, 2, 2)
εἰσ-έρ-χο-μαι	(5, 3, 2)	συν-οι-κέ-σι-ον	(5, 2, 2, 4)
ἐκ-λαμ-πρό-της	(5, 3, 2)	συν-ο-μο-λο-γῶ	(5, 2, 2, 2)
Ἑλ-λά-δος	(3, 2)	συ-στη-μα-τι-κὸς	(2, 2, 2, 2)
Ἐξ-ο-χό-τη-τα	(5, 2, 2, 2)	σχο-λαρ-χεῖ-ον	(2, 3, 4)
Ἐξ-ω-τε-ρι-κὸς	(5, 2, 2, 2)	σω-μα-τεμ-πο-ρία	(2, 2, 3, 2)
εὐ-ερ-γέ-της	(6, 3, 2)	σω-φρο-νι-στή-ρι-ον	(2, 2, 2, 2, 4)
Εὐ-ρω-πα-ϊ-κὸς	(2, 2, 4, 2)	τε-λει-ο-ποί-η-σις	(2, 4, 2, 4, 2)
Ζω-άρ-κεια	(4, 3)	τη-λέ-γραμ-μα	(2, 2, 3)
Ἠλεκ-τρο-σκό-πι-ον	(2, 2, 2, 4)	τμη-μα-τάρ-χης	(2, 2, 3)
Ἡνω-μέ-ναι	(2, 2)	τρισ-ά-γι-ος	(6, 2, 4)
θε-ο-κρα-τι-κὸς	(4, 6, 2, 2)	τρισ-χί-λι-οι	(6, 2, 4)
ἰδι-ο-συγ-κρα-σία	(4, 6, 3, 2)	ὑπερ-ά-γα-θος	(5, 2, 2)
κα-τά-θλι-ψις	(2, 2, 2)	ὑπερ-άν-θρω-πος	(5, 3, 2)
κα-ταρ-τι-σμὸς	(2, 3, 2)	ὑπέρ-λαμ-προς	(5, 3)
Κων-σταν-τῖ-νος	(3, 3, 2)	φιλ-ά-δελ-φος	(6, 2, 3)
λε-ξι-κο-γρά-φος	(2, 2, 6, 2)	χα-λύ-βδι-νος	(2, 2, 2)
μα-γνη-τι-σμὸς	(2, 2, 2)	ψευ-δο-μάρ-τυς	(2, 2, 3)
μαι-ευ-τι-κή	(4, 2, 2)	ὠρύ-ο-μαι	(4, 2)
με-γα-λει-ό-της	(2, 2, 4, 2)	ὠφε-λι-μό-της	(2, 2, 2)

Accents and diacritics

The three accent marks used in Greek now all represent the same thing—loud stress, although in Classical Greek they are supposed to have represented different pitch accents:

1. The acute (´), which may occur on the vowel, or on the second vowel of a diphthong, in any one of the last three syllables of a word.
2. The circumflex (˜, ˆ), which may occur on the vowel, or on the second vowel of a diphthong, in either of the last two syllables of a word. The circumflex never appears over ε or ο.
3. The grave (`), which may occur only on the vowel, or on the second vowel of a diphthong, in the last syllable of a word; such a word must be followed directly by another word, not a period or comma.

Greek orthography also employs two "breathing" marks:

1. The rough breathing, or spiritus asper (῾), which occurs on an initial vowel, or on the second vowel of an initial diphthong. It has no phonetic value, although in Classical Greek it represented an *h* sound before the vowel or diphthong; in transliteration, it may be represented by *h*.
2. The smooth breathing, or spiritus lenis (᾿), which occurs on an initial vowel, or second vowel of an initial diphthong. It has no phonetic value, and in Classical Greek represented a lack of *h* sound before the vowel.

In text, these breathings and the grave and acute accent marks are placed above and to the left of capital vowel letters, rather than directly above.

Some words, called enclitics, may appear with no written accent at all; the word preceding an enclitic, however (unless it too is an enclitic), will always have at least one accent mark and may have two; e.g., τοιαῦτά ἐστι.

Another diacritical mark is the dieresis (trema) (¨), which occurs on the second of two vowels to indicate that they do not form a diphthong, which otherwise they would form: καϋμένος (pronounced *kaeeménos* instead of *kavménos*).

These diacritical marks may form combinations, as follows:

῎ lenis acute
῍ lenis grave
῞ asper acute
῝ asper grave
῏ circumflex lenis
῟ circumflex asper
΅ dieresis acute
῭ dieresis grave

An iota is often placed beneath the vowel α, η, or ω, mainly to indicate a declensional or conjugational inflection: ᾑ, the nominative plural of ἡ; τιμᾷ, third person singular of τιμῶ. This iota is called iota subscript.

Capitalization

Capitalization is practically the same as in English. The pronoun of address is usually capitalized. (This does not apply to Classical Greek.) Capital letters do not take diacritical marks. If a lowercase accented vowel is capitalized, the accent mark is dropped. (In Classical Greek this is quite true but this statement should perhaps be modified to the effect that it applies to whole words spelled out in capitals, not to those beginning with capitals; the example illustrates the case well.) An initial capital vowel, however, carries the accent mark before it. The iota subscript may be placed either beneath the vowel or changed into a regular iota and placed right after the vowel. Thus the words ἅγιος, ᾅδης, and ἀπό, if capitalized, are set ἍΓΙΟΣ, ἍΔΗΣ, and ἈΠΟ. ᾍδης may also be set Ἅιδης. In Classical Greek iota subscript cannot stand under capital; if the letter under which it stands is capitalized then iota subscript becomes iota adscript; e.g., ΤΗΙ ΩΙΔΗΙ—τῇ ᾠδῇ or Ὠιδῇ.

Punctuation

The comma, the period, and the exclamation point are the same as in English and are used similarly. The semicolon and the colon are represented by a point above the line. The question mark resembles the English semicolon. The scheme for quotation marks is the same as in the western languages.

Abbreviations

Α. Ε.	Αὐτοῦ Ἐξοχότης, His Excellency
Α. Μ.	Αὐτοῦ Μεγαλειότης, His Majesty
Β. Δ.	Βασιλικὸν Διάταγμα, Royal Decree
βλ.	βλέπε, see
δηλ.	δηλαδή, that is, namely, to wit
δρ.	δραχμή, drachma
δράμ.	δράμιον, dram
Δ. Φ.	Διδάκτωρ Φιλοσοφίας, Ph. D.
Δ. Ν.	Διδάκτωρ Νομικῆς, LL. D.
ἔ. ἀ.	ἔνθα ἀνωτέρω, loc. cit.
ἰδ.	ἰδέ, see
Ι. Χ.	Ἰησοῦς Χριστός, Jesus Christ
Καθ.	Καθηγητής, Prof.
Κος	Κύριος, Mr.
Κα	Κυρία, Mrs.
κτλ.	καὶ τὰ λοιπά, etc.
κ. τ. δ.	καὶ τά ὅμοια, and the like
κφλ.	κεφάλαιον, chapter
λπτ.	λεπτά, lepta
μέρ.	μέρος, part
μ. μ.	μετὰ μεσημβρίαν, p.m.
μ. Χ.	μετὰ Χριστόν, A.D.
Ν. Δ.	Νέα Διαθήκη, New Testament; Νομοθετικὸν Διάταγμα, Legislative Ordinance
ν. ἡμ.	νέον ἡμερολόγιον, New Calendar
Ο′	Ἑβδομήκοντα, Septuagint
Π. Δ.	παλαιὰ Διαθήκη, Old Testament; Προεδρικὸν Διάταγμα, Presidential Order
πλ.	πληθυντικός, plural
π. μ.	πρὸ μεσημβρίας, a.m.
πρβλ.	παράβαλε, compare, cf.
π. Χ.	πρὸ Χριστοῦ, B.C.
π. χ.	παραδείγματος χάριν, for example, e.g.
σεβ.	σεβαστός, Hon.
σελ.	σελίς, page
στήλ.	στήλη, column
σύγκρ.	σύγκρινε, compare, cf.
τ. ἔ.	τοῦτ' ἔστιν, that is, i.e.
τόμ.	τόμος, volume
Τ. Σ.	τόπος σφραγίδος, L.S., loco sigilli
τρ. ἔτ.	τρέχοντος ἔτους, current year
φ.	φύλλον, folio
χιλ.	χιλιόμετρον, kilometer

Cardinal numbers

εἷς (ἕνας), μία, ἕν(α)	one
δύο	two
τρεῖς, τρία	three
τέσσαρες, -α	four
πέντε	five
ἕξ(ι)	six
ἑπτά (ἑφτά)	seven
ὀκτὼ	eight
ἐννέα	nine
δέκα	ten
ἕνδεκα	eleven
δώδεκα	twelve
δεκατρεῖς (m. and f.), δεκατρία (n.)	thirteen
δεκατέσσαρες (m. and f.), δεκατέσσαρα (n.)	fourteen
δεκαπέντε, etc.	fifteen, etc.
εἴκοσι	twenty
εἴκοσι ἕνα (m. and n.), εἴκοσι μία (f.)	twenty-one
εἴκοσι δύο, etc.	twenty-two, etc.
τριά(κο)ντα	thirty
σαράντα	forty
πενῆντα	fifty
ἑξῆντα	sixty
ἑβδομῆντα	seventy
ὀγδῶντα	eighty
ἐνενῆντα	ninety
ἑκατόν	one hundred
ἑκατὸν ἕνας, etc.	one hundred and one, etc.
διακόσια	two hundred
τριακόσια	three hundred
τετρακόσια, etc.	four hundred, etc.
χίλια	thousand
δύο χιλιάδες, etc.	two thousand, etc.
ἓν ἑκατομμύριον	one million

Note.—Modern Greek uses the Arabic figures for ordinary number work. Where western languages use Roman numerals, the Modern Greek uses the same scheme of letters as used in Classical Greek. (See p. 420.)

Ordinal numbers

πρῶτος	first	εἰκοστὸς	twentieth
δεύτερος	second	εἰκοστὸς πρῶτος, etc.	twenty-first, etc.
τρίτος	third		
τέταρτος	fourth	τριακοστὸς	thirtieth
πέμπτος	fifth	τεσσαρακοστὸς	fortieth
ἕκτος	sixth	πεντηκοστὸς	fiftieth
ἕβδομος	seventh	ἑξηκοστὸς	sixtieth
ὄγδοος	eighth	ἑβδομηκοστὸς	seventieth
ἔννατος	ninth	ὀγδοηκοστὸς	eightieth
δέκατος	tenth	ἐνενηκοστὸς, etc.	ninetieth, etc.
ἑνδέκατος	eleventh	ἑκατοστὸς	hundredth
δωδέκατος	twelfth	χιλιοστὸς	thousandth
δέκατος τρίτος, etc.	thirteenth, etc.	ἑκατομμυριοστὸς	millionth

Months

Ἰανουάριος	January	Ἰούλιος	July
Φεβρουάριος	February	Αὔγουστος	August
Μάρτιος	March	Σεπτέμβριος	September
Ἀπρίλιος	April	Ὀκτώβριος	October
Μάϊος	May	Νοέμβριος	November
Ἰούνιος	June	Δεκέμβριος	December

Days

Κυριακή	Sunday	Πέμπτη	Thursday
Δευτέρα	Monday	Παρασκευή	Friday
Τρίτη	Tuesday	Σάββατο(ν)	Saturday
Τετάρτη	Wednesday		

Seasons

ἄνοιξις	spring	φθινόπωρον	autumn
καλοκαῖρι	summer	χειμών (χειμῶνας)	winter

Time

ὥρα	hour	μῆνας	month
ἡμέρα	day	ἔτος	year
ἑβδομὰς	week		

References.—K. Petraris and W. H. D. Rouse, A Handbook of the Modern Greek Spoken Language (1941); A. Thumb and J. Kalitsunakis, Grammatik der neugriechischen Volkssprache (1928); Hubert Pernot, Grammaire de grec moderne (1930); I. Kykkotis, English-Greek and Greek-English Dictionary (1942); H. and R. Kahane, Ralph L. Ward, Spoken Greek (1945); J. T. Pring, *comp.*, The Oxford Dictionary of Modern Greek (Greek-English) (1965); D. C. E. Swanson and S. P. Djaferis, Vocabulary of Modern Spoken Greek (English-Greek and Greek-English) (1959); F. W. Householder, K. Kazazis, and A. Koutsoudas, Reference Grammar of Literary Dhimotiki (1964); O. Mavrophidou, A Handbook of the Greek Stylized (Katharevusa) Language (1953); A. Thumb, A Handbook of the Modern Greek Language (1964).

HEBREW

בְּרֵאשִׁית בָּרָא אֱלֹהִים אֵת הַשָּׁמַיִם וְאֵת הָאָרֶץ׃ וְהָאָרֶץ הָיְתָה תֹהוּ
וָבֹהוּ וְחֹשֶׁךְ עַל־פְּנֵי תְהוֹם וְרוּחַ אֱלֹהִים מְרַחֶפֶת עַל־פְּנֵי הַמָּיִם׃ וַיֹּאמֶר
אֱלֹהִים יְהִי אוֹר וַיְהִי־אוֹר׃ וַיַּרְא אֱלֹהִים אֶת־הָאוֹר כִּי־טוֹב וַיַּבְדֵּל
אֱלֹהִים בֵּין הָאוֹר וּבֵין הַחֹשֶׁךְ׃ וַיִּקְרָא אֱלֹהִים ׀ לָאוֹר יוֹם וְלַחֹשֶׁךְ קָרָא
לָיְלָה וַיְהִי־עֶרֶב וַיְהִי־בֹקֶר יוֹם אֶחָד׃ —Genesis 1: 1–5

Alphabet, transliteration, and pronunciation

		Name	*Transliteration*	*Phonetic value*	*Numeral value*
א		'Alef	' or omit	originally a glottal stop; now silent	1
ב		Bēth	*b*, *v*	*b*, *v*	2
ג		Gīmel	*g*	*g* in go	3
ד		Daleth	*d*	*d*	4
ה		Hē	*h*	*h;* silent at end of word	5
ו		Wāw	*w*	originally *w;* now *v*	6
ז		Zayin	*z*	*z*	7
ח		Ḥēth	*ḥ*	a strong *h*	8
ט		Ṭēth	*ṭ*	originally emphatic *t;* now *t*	9
י		Yōd	*y*	*y* in yes	10
כ	ך	Kaf	*k*, *kh*	*k*, *kh* as German *ch*	20
ל		Lamed	*l*	*l*	30
מ	ם	Mēm	*m*	*m*	40
נ	ן	Nūn	*n*	*n*	50
ס		Samekh	*s*	*s* in so	60
ע		‘Ayin	‘	originally a laryngal voiced spirant; now silent	70
פ	ף	Pē	*p*, *f*	*p*, *f*	80
צ	ץ	Ṣadē	*ṣ*	originally emphatic *s;* now *ts* in pets	90

[Concluded on following page]

	Name	*Translitera-tion*	*Phonetic value*	*Numeral value*
ק	Qōf	*q*	originally velar *k;* now *k*	100
ר	Rēsh	*r*	*r,* as in French uvular or Italian trilled	200
ש	Śīn, Shīn	*ś, sh*	*ś;* originally palatal; now *s* in so; *sh* as in shoe	300
ת	Tāw	*t*	*t;* originally also like *th* in thin	400

Hebrew uses no capitals at beginning of words, such as proper names.

Hebrew follows English and American usage with regard to quotation marks and italics.

In transliteration, especially of names, the macrons over vowels and the dots under consonants, as well as ' and ', are often omitted; ' is also printed as '. For *f*, *ph* is often used. For *ś*, an ordinary *s* is often found, and then samekh is sometimes represented by *ṡ*. For *sh*, *š* is sometimes used, especially in scholarly works. There are other special transliteration practices to be found in scholarly works.

Hebrew is read from right to left. Its alphabet consists of 22 letters, all consonants; the vowels are represented by vowel signs or points, as explained under Vowels below.

Special characters

Five of the letters (*kaf, mēm, nūn, pē,* and *ṣadē*) have a so-called final form, shown immediately to the right of its respective regular form. This final form is used as the final letter of a word.

Eight of the letters represent two sounds each, distinguished by means of a dot, as follows:

ב as *b* or *v*	בּ as *b* or *bb*
ג as *g;* also like Dutch *g*	גּ as *g* in big, *gg*
ד as *d;* and like *th* in then	דּ as *d, dd*
ה as *h* or silent	הּ as *hh* (stronger aspiration)
כ as *k* or German *ch*	כּ as *k, kk*
פ as *p* or *f*	פּ as *p, pp*
שׁ as *sh*	שׂ as *s* in sin
ת as *t* or *th*	תּ as *t, tt*

Some of the letters seem to be more or less similar. These are grouped, for the convenience of identification, within brackets below:

[*Bēth* ב *Kaf* כ] [*Daleth* ד *Kaf (final)* ך *Resh* ר] [*Mēm (final)* ם *Ṡamekh* ס]

[*Gimel* ג *Nūn* נ] [*Teth* ט *Mēm* מ] [*'Ayin* ע *Ṣadē* צ] [*Ḥeth* ח *Hē* ה *Tāw* ת]

[*Wāw* ו *Zayin* ז *Yōd* י *Nūn (final)* ן]

Vowels

The vowels are represented by marks called vowel points. These are placed above or below the consonant and, with the exception of the furtive pataḥ, have the effect of a vowel following the consonant; e.g., בַ (*ba*), בֵ (*bē*). The forms, names, and sounds of the vowels are as follows:

Long Vowels		*Short Vowels*	
ָ Qameṣ *ā*	*a* as in palm	ַ Pataḥ *a*	*a* as in part (short)
ֵ Ṣere *ē*	*ei* as in vein	ֶ Segol *e*	*e* as in bed
ִי Hirik gadol *ī*	*i* as in machine	ִ Ḥirik katon *i*	*i* as in big
וֹ Ḥolam *ō*	*o* as in no	ָ Qameṣ katon *o*	*o* as in soft
וּ Shuruk *ū*	*oo* as in moon	ֻ Kubbuts *u*	*u* as in full

The furtive pataḥ

All vowels are pronounced as if they follow the consonant to which they are ascribed, with the exception of final חַ, which is pronounced not *ḥa*, but *aḥ*. This pataḥ is termed "furtive pataḥ."

The shwa

Sometimes shwa represents the sound of the first *e* in believe; e.g., שְׁמַע (shema); it may be transliterated ᵉ. At other times it is not pronounced, as in אַבְרָם (avrom), so that a consonant cluster results. Also, shwa is written, according to certain rules for writing Hebrew, before the points for *a*, *e*, and *o* to represent a very short vowel; e.g., חֳלִי, אֱמֶת, אֲנִי. These vowel point combinations, ֲ, ֱ, and ֳ are transliterated *ă*, *ĕ*, and *ŏ*, respectively.

Punctuation and accentuation

Although the principles and marks of punctuation in modern Hebrew are, in the main, as in English, Scriptural Hebrew employs, in addition to the vowel points, 21 accent marks, which are placed either singly or in various combinations above or below the consonantal characters they modify. These have a threefold object: (*a*) to indicate stress; (*b*) to direct cantillation—the chanting in which the Scriptures are intoned; and (*c*) to indicate distinctions in the meanings of words, e.g., בָּנ֣וּ, they build, but בָּ֣נוּ, in us.

As marks of cantillation, accent marks are divided into two classes: disjunctives and conjunctives, the former corresponding to marks of separation in English—the period, semicolon, comma, etc., the latter indicating that the word bearing them is connected in sense with that which follows. The table presents the forms, names, and classifications of these accents:

Disjunctives

Form	**EMPERORS (קְסָרִים)**	*Name*
בֽ	*Silluq*	סִלּוּק
ב֑	*'Ethnāh*	אֶתְנָח
	KINGS (מְלָכִים)	
ב֒	*Sᵉgōltā'*	סְגוֹלְתָּא
ב֔	*Zāqēf Qāṭōn*	זָקֵף קָטֹן ןֹ
ב֕	*Zāqēf Gādōl*	זָקֵף גָּדוֹל
ב֖	*Ṭippᵉhā'*	טִפְּחָא
ב֗	*Rᵉvīa'*	רְבִיעַ
ב֓	*Šalšeleth*	שַׁלְשֶׁלֶת

Form	**PRINCES (מְשְׁנִים)**	*Name*
ב֘	*Zarqā'*	זַרְקָא
ב֙	*Pašṭā'*	פַּשְׁטָא
ב֚	*Yᵉthīv*	יְתִיב
ב֛	*Tᵉvīr*	תְּבִיר
ב֨	*'Azlā'*	אַזְלָא
ב֜	*Gērēš*	גֵּרֵשׁ
ב֞	*Gēršayīm*	גֵּרְשַׁיִם
	COUNTS (שְׁלִישִׁים)	
ב֡	*Pāzēr*	פָּזֵר
ב֟	*Qarnēy Fārāh*	קַרְנֵי פָרָה
ב֠	*Tᵉlīšāh Gᵉdōlāh*	תְּלִישָׁה גְדוֹלָה
ב֩	*Tᵉlīšāh Qᵉṭannāh*	תְּלִישָׁה קְטַנָּה
׀ב׀	*Pᵉsīq*	פְּסִיק

Conjunctives

ב֣	*Mūnaḥ*	מוּנַח	ב֧	*Dargā'*	דַּרְגָּא
ב֤	*Mahpakh*	מַהְפַּךְ	ב֥	*Merkā'*	מֵרְכָא
ב֨	*Qadmā'*	קַדְמָא	ב֦	*Merkā' Kᵉfūlāh*	מֵרְכָא כְּפוּלָה

There are also three supplementary marks of interpunction: The *soph-pasuk* (:), terminal mark of a verse; the *pesik* (|), for a pause within the verse; and *makkeph* (-), the elevated hyphen between words.

Syllabification

Words in modern Hebrew may be divided between syllables of three or more letters.

The calendar

The Hebrew calendar was given its present fixed form by Hillel II about A.D. 360. It is based on a year of 12 months, alternating 30 and 29 days, with an intercalary month of 29 days in leap year. These months, with their corresponding periods in the Gregorian calendar, are as follows:

Tishri	תשרי	September–October
Heshvan	חשון	October–November
Kislev	כסלו	November–December
Tevet	טבת	December–January
Shevat	שבט	January–February
Adar	אדר	February–March
Veadar	ואדר	Intercalary month
Nisan	ניסן	March–April
Iyar	איר	April–May
Sivan	סיון	May–June
Tammuz	תמח	June–July
Av	אב	July–August
Elul	אלול	August–September

The year begins on the first day of the month of Tishri, which is the day of the Molad, or appearance of the new moon, nearest the autumnal equinox. The actual date is, however, sometimes shifted 1 or 2 days, according to specific regulations; thus, New Year may not fall on either a Friday or a Sunday, since that would conflict with the observance of the Sabbath; nor, for a like reason, may it come on a Wednesday, since that would cause Atonement Day to come on a Friday.

To convert a given year (anno Domini) into its corresponding Hebrew year (anno mundi), add 3,760 to the former, bearing in mind, however, that the year begins in September. As the Hebrew calendar omits the thousands, the year 5705, corresponding to the Christian year 1945, is represented in Hebrew characters by תשה, 705, these characters, as already explained, denoting 400, 300, and 5, respectively.

The days of the week are referred to as first day, second day, etc., the seventh being called Sabbath (שבת). The holidays, festivals, and fasts, with their dates, are as follows:

Rosh Hashana (New Year, Tishri 1)	ראש השנה
Tsom Gedaliah (Fast of Gedaliah, Tishri 3)	צום נדליה
Yom Kippur (Day of Atonement, Tishri 10)	יום כפור
Sukkoth (Feast of Tabernacles, Tishri 15–22)	סכות
Simhath Torah (Rejoicing Over the Law, Tishri 23)	שמחת תורה
Hanukkah (Feast of Dedication, Kislev 25)	חנכה
Asarah be-Tevet (Fast of Tevet, Tevet 10)	עשרה בטבת
Purim (Feast of Lots, Adar 14)	פורים
Pesah (Passover, Nisan 15–21)	פסח
Shabuoth (Feast of Weeks, Sivan 6)	שבועות
Tishah be-Av (Fast of Av, Av 9)	תשעה באב

Abbreviations

In Hebrew, abbreviations are set as follows: If of one letter, one prime mark (′) is used after the letter; if of more than one letter, a double prime (″) is used just before the last letter. Vowel points are always omitted. The abbreviations most frequently used are as follows:

Sir, Master, Mr.; thousand	א', אדון; אלף
Aleph Beth (the alphabet)	א"ב, אלף בית
Said our learned ones of blessed memory	אחז"ל, אמרו חכמינו וכרונם לברכה
The Land of Israel (Palestine)	א"י, ארץ ישראל
God willing	אי"ה, אם ירצה השם
Synagogue	בהכ"נ, בית הכנסת
Sons of Israel, the Jews	ב"י, בני ישראל
In these words, viz	בזה"ל, בזה הלשון
The author	בע"מ, בעל מחבר
Gaon (title of Jewish princes in the Babylonian exile), His Highness, His Majesty.	נ', גאון
The laws of Israel	ד"י, דיני ישראל
The Holy One, Blessed be He (the Lord)	הקב"ה, הקדוש ברוך הוא
Destruction of the First Temple	חב"ד, חרבן בית ראשון
Destruction of the Second Temple	חב"ש, חרבן בית שני
Exodus from Egypt	יצ"מ, יציאת מצרים
As it was said; as it was written	כמ"ש, כמו שנאמר; כמו שכתב
A.M. (anno mundi)	לב"ע, לבריאת עולם
The Holy Language (Hebrew)	לה"ק, לשון הקדש
Good luck; I congratulate you	מז"ט, מזל טוב
The Sacred Books	סה ק, ספרים הקדושים
The Holy Scroll	ס"ת, ספר תורה
May he rest in peace	ע"ה, עליו השלום
In the Hereafter	עוה"ב, עולם הבא
New Year's Eve	ער"ה, ערב ראש השנה
Sabbath Eve	ע"ש, ערב שבת
Verse; chapter	פ', פסוק; פרק
The judgment of the court	פב"ד, פסק בית דין
Saint (St.); Zion	צ', צדיק; ציון
Recognition of God's justice	צה"ד, צדוק הדין
The reading of the Holy Scroll	קה"ת, קריאת התורה
First of all	קכ"ד, קדם כל דבר
Our Rabbis of Blessed Memory	רז"ל, רבותינו זכרונם לברכה
Rabbi Moses, son of Maimon (Maimonides)	רמב"ם, ר'משה בן מימון
Catalog	רש"ס, רשימת ספרים
Year; line; hour	ש , שנה; שורה; שעה
Sabbath days and holidays	שי"ט, שבתות וימים טובים
As stated	שנ', שנאמר
Babylonian Talmud	ת"ב, תלמוד בבלי
The Books of the Law, the Prophets, and Hagiographa (Old Testament)	תנ"ך, תורה, נביאים, כתובים

Cardinal numbers

one	אחד, אחת	twenty	עשרים
two	שנים, שתים	thirty	שלשים
three	שלשה, שלש	forty	ארבעים
four	ארבעה, ארבע	fifty	חמשים
five	חמשה, חמש	sixty	ששים
six	ששה, שש	seventy	שבעים
seven	שבעה, שבע	eighty	שמנים
eight	שמנה	ninety	תשעים
nine	תשעה, תשע	hundred	מאה
ten	עשרה, עשר	thousand	אלף

In forming the numbers from 11 to 19, the terms עשרה in the feminine and עשר in the masculine are used, preceded by the proper unit number; for 21 and upward, the term corresponding to the tenth digit is followed by the proper unit term preceded by the conjunction ו, and; e.g., twelve שנים עשר, twenty-four עשרים וארבע, etc.

Ordinal numbers

first	ראשן	sixth	ששי
second	שני	seventh	שביעי
third	שלישי	eighth	שמיני
fourth	רביעי	ninth	תשיעי
fifth	חמישי	tenth	עשירי

After 10 the ordinals are similar in form to the cardinals with the addition of the definite article ה; e.g., העשרים, the twentieth.

Seasons

spring	אביב	autumn	סתיו
summer	קיץ	winter	חרף

Time

hour	שעה	month	חדש
day	יום	season	מועד
week	שבוע	year	שנה

References.—J. Philips and A. Hyman, Complete Instructor in Hebrew (1919); J. Weingreen, A Practical Grammar for Classical Hebrew (1939); A. S. Waldstein, English Hebrew and Hebrew English Dictionary (1936); P. Arnold-Kellner and M. D. Gross, Complete Hebrew-English Dictionary (1923).

HUNGARIAN

Az ótátrafüredi vendéglőben már nem muzsikált a cigány és a vendégek nagy része is elutazott már haza. Akik még ott maradtak, az a pár ember, elfért a vacsoránál három-négy asztal körül. Pedig most járt a leggyönyörűbb idő, az esős nyarat tiszta, napsütéses ősz váltotta föl.—K. Csathó, 'A varjú a toronyórán'.

Alphabet and pronunciation

A	a	*aw* in law, but shorter
Á	á	*a* in father; in family names sometimes written *aa*, *aá*
B	b	*b*
C	c	*ts*
Cs	cs	*ch* in church
D	d	*d*
Dz	dz	as *d* followed by *z*
Dzs	dzs	as *j* in judge
E	e	*e* in met
É	é	somewhat like *ei* in eight
F	f	*f*
G	g	*g* in go
Gy	gy	somewhat like *dy* in did you, said rapidly
H	h	*h*
I	i	*i* in hit; at the end of historic family names sometimes written *y*
Í	í	*ee* in meet
J	j	*y* in yes
K	k	*k*
L	l	*l*
Ly	ly	*y* in yes
M	m	*m*
N	n	*n;* before *g*, as *ng* in finger; before *k*, as in sink
Ny	ny	somewhat like *ny* in canyon
O	o	*o* in November (short)
Ó	ó	*o* in no; in family names sometimes written *oo*, *oó*
Ö	ö	like short German *ö* or French *eu;* in family names sometimes written *eö*, *ew*
Ő	ő	like long German *ö* or French *eu;* in family names sometimes written *eő*
P	p	*p*
Q	q	
R	r	trilled *r*
S	s	*sh* in shoe
Sz	sz	*s* in so
T	t	*t*
Ty	ty	somewhat like *ty* in tune
U	u	somewhat like *oo* in good
Ú	ú	*oo* in food

[Concluded on following page]

Ü	ü	like short German *ü* or French *u*
Ű	ű	like long German *ü* or French *u*
V	v	*v;* in historic family names sometimes written *w*
W	w	
X	x	
Y	y	
Z	z	*z* in zone
Zs	zs	*s* in pleasure

Special characters

Hungarian uses the Latin alphabet with the addition of the following special characters: *Á á, É é, Í í, Ó ó, Ö ö, Ő ő, Ú ú, Ü ü,* and *Ű ű.*

Vowels and consonants

The vowels are *a, á, e, é, i, í, o, ó, ö, ő, u, ú, ü,* and *ű;* the remaining letters of the alphabet are consonants.

The vowels *á, é, í, ó, ő, ú,* and *ű* are long; the other vowels are short. Double consonants are pronounced long, somewhat in the manner of *n*(*k*)*n* in penknife. When doubled, *cs, gy, ly, ny, sz, ty,* and *zs* are written *ccs, ggy, lly, nny, ssz, tty,* and *zzs.*

The combination *qu* is pronounced *kv; w* is usually pronounced *v; x* is pronounced as though written *ksz.* The letter *y* in many family names is pronounced as though written *i.*

Diphthongs

Standard Hungarian has no diphthongs. Each vowel is fully articulated.

Compound letters

The compound letters and their sounds are:

ch as *ch* in church (old spelling and foreign words as *technika, mechánika*)
cs (see Alphabet and pronunciation)
cz now written *c*, like *ts*
dz as *d* followed by *z* (see Alphabet and pronunciation)
dzs as *j* in judge (see Alphabet and pronunciation)
gh as *g* in go (old spelling)
gy (see Alphabet and pronunciation)
ly (see Alphabet and pronunciation)
ny (see Alphabet and pronunciation)
ph as *f* (in foreign words)
rh as though written *r* (old spelling and foreign words)
sz (see Alphabet and pronunciation)
th as *t* (old spelling and foreign words)
ty (see Alphabet and pronunciation)
zs (see Alphabet and pronunciation)

Main rules for syllabification

1. Every word consists of as many syllables as the number of vowels in it. Consonants alone do not constitute syllables: *fi-a-i, ro-ko-na-ink, a-me-ri-ka-i, ma-gyar, ki-áll.*

2. Vowels which constitute syllables in themselves may be left at the end of the line or transferred to the next line: *dia-dal* or *di-adal, fia-tal* or *fi-atal, hiá-ba* or *hi-ába*. The same rule applies to the division of derivative forms: *árui-ból* or *áru-iból, könyvei-tek* or *könyve-itek.*

3. However, it is not customary to leave one letter at the end of the line or to bring one over to the next: *aka-rat* (not *a-karat*), *ha-zai* (not *haza-i*).

4. If there is only one consonant between two vowels it is attached to the second syllable: *a-dok, pa-pír, ko-sár.*

5. Double letters indicative of long consonants between two vowels are divided: *fil-lér, ket-tő; em-ber-rel, víz-zel, szeb-bé, job-bat, hit-tem, tol-las, sok-kal.*

6. Compound letters may not be divided; they are treated as single (short) consonants: *asz-tal, mor-zsa, tarisz-nya, ar-chivum; kin-cses, má-zsás, almana-chot.*

7. Divided double compound letters representing long consonants (such as *ccs, ggy, lly, nny, ssz, tty* for *cscs, gygy, lyly, nyny, szsz, tyty*) are repeated in full forms: *hosz-szú* (from: *hosszú*), *fagy-gyú* (from: *faggyú*), *haty-tyú* (from: *hattyú*).

8. The compound consonants *dz* and *dzs* are separated as follows: (a) when a consonant appears before them: *brin-dza* (from: *brindza*), *lán-dzsa* (from: *lándzsa*); (b) when a vowel appears before them: *mad-zag* (from: *madzag*), *maharad-zsa* (from: *maharadzsa*).

9. In a group of two or more consonants, division is made before the last consonant (including compound letters): *ab-rak, al-szik; temp-lom, lajst-rom; nyolc-kor, part-ra, rend-ben; sakk-ban, rossz-ra; kard-dal, kulcs-csal, rongy-gyá.*

10. Compound words are divided according to their formative elements: *vas-út, kert-ajtó, rend-őr, csak-is; egyszer-egy, kis-asszony, tölgy-erdő, rozs-szalma.* The same applies to derivatives of compound words: *vas-útas, rend-őri, kis-asszonynak.*

11. The same rule applies to certain nominal and adverbial prefixes (originally separate words) which are kept intact, such as: *al, alá, át, el, elé, elől, fel, fenn* (*fent*), *hátra, ki, kinn* (*kint*), *leg, meg, össze, szét, túl, viszont*, in words like *al-elnök, át-adás, fel-adat, ki-esés, leg-első, meg-ette, össze-írás.*

12. Frequently used foreign words are divided as the original stock of the Hungarian vocabulary: *ar-zén, elekt-romos, gra-fikon.* The same applies to compound foreign words of wide acceptance in which the etymological boundaries between the components may not be apparent for the general Hungarian speaker: *de-magóg, demok-rácia, inf-luenza, inst-ruktor, mo-narchia, prog-ram, ref-lex.* But: *extra-profit, kilo-gramm, melo-dráma.*

13. Last syllables of the Hungarian derivatives of foreign words are divided according to the rules of Hungarian syllabification: *eminen-sek, helikopte-ren, extrapofi-tért, heliocentriku-san, refle-xek.*

14. Infrequently used foreign words and components of foreign words are divided according to their respective conventions: *dia-fragma, bíf-sztek, champi-gnon.*

15. Not compound forms of Hungarian and foreign proper names, including family names, are divided according to the rules of Hungarian syllabification: *Köl-csey, Mó-ricz; Schil-ler, Tolsz-toj; Bor-sod, Moszk-va; Sziny-nyei* (from: *Szinnyei*), *Berety-tyó* (from: *Berettyó*), *Megy-gyes* (from: *Meggyes*). The same applies to derivatives of proper names: *Balo-ghot* (but *Ba-logh*), *Gorki-jig* (but *Gor-kij*), *Budapes-ti* or *budapes-ti* (but *Buda-pest*), *Regensbur-gig* (but *Regensburg*); *Kovács-csal* (from: *Kováccsal*), *Wass-sal* (from: *Wassal*), *Végh-gel* (from: *Végghel*), *György-gyel* (from: *Györggyel*), *Grimm-mel* (from: *Grimmel*).

16. Since *ch* and *x* are regarded as symbols for short (single) consonants, they are treated in syllabification of foreign words as single letters: *Mün-chen, Ri-chard, Me-xikó, Xer-xes.* The same applies to syllables in derivatives beginning with these letters: *Züri-chig, Féli-xet;* but *Félix-szel* (from: *Félixszel*).

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

aka-dá-lyoz	(1, 3, 6)	is-me-re-tes	(9, 1, 4)
akasz-ta-ni	(1, 3, 4, 6)	jog-el-le-nes	(10, 5, 4)
Ál-la-mok	(5, 4)	ki-kvár-té-lyoz	(11, 14, 9, 6)
al-or-vos	(11, 9)	ki-pró-bál-ni	(11, 4, 9)
alu-szé-kony	(1, 6, 4)	kis-is-ko-la	(10, 9, 4)
ame-ri-kai	(1, 4)	kom-pro-mit-tál-ni	(14, 14, 5, 9)
an-tro-po-ló-gia	(14, 4, 4, 4)	kon-gresz-szus	(14, 15)
át-ál-lít	(11, 5)	leg-drá-gább	(11, 4)
azo-no-sí-tás	(1, 3, 4)	leg-e-rő-sebb	(11, 1, 3, 4)
ba-rá-ti-as	(4, 1)	le-gön-gyöl	(11, 6)
bo-lyon-ga-ni	(6, 9, 1, 4)	ma-gya-ros-ság	(6, 5)
ci-ga-ret-ta	(1, 4, 5)	meg-a-la-kit	(11, 1, 3, 4)
cí-mez-ni	(1, 4, 4)	mik-rosz-kóp	(12, 6)
Cseh-szlo-vá-kia	(10, 14, 1, 3)	Né-met-or-szág	(2, 10, 6)
cse-le-ked-ni	(4, 4, 9)	né-me-tül	(2, 3)
csil-lag-év	(5, 10)	nép-ok-ta-tás	(10, 9, 3)
cu-kor-nád	(4, 10)	név-a-lá-í-rás	(10, 1, 11, 1, 3)
de-ka-gramm	(12)	or-vo-si	(9, 4)
el-ad-ni	(11, 9)	or-vos-sá-gos	(9, 5, 4)
elő-a-dás	(11, 1, 4)	oszt-ha-tat-lan	(4, 4, 9)
elő-ze-tes	(11, 4)	ön-ál-lót-lan	(10, 5, 9)
em-be-rek	(1, 4)	őr-ál-lás	(10, 5)
em-ber-is-me-ret	(9, 10, 9, 4)	ős-e-lem	(10, 1, 4)
fel-ál-lí-tás	(11, 5, 3, 4)	szét-osz-tás	(11, 9)
fél-esz-ten-dő	(10, 6, 9)	Szov-jet-o-rosz-or-szág	(15, 1, 4, 10, 6)
fent-em-lí-tett	(11, 9, 1, 4)	túl-é-rő	(11, 1, 3)
fe-nye-ge-tés	(1, 6, 4)	út-le-vél	(10, 4)
gőz-ha-jó	(10, 4)	vi-szont-ha-tás	(6, 11, 4)
gyó-gyá-szat	(6, 6, 6)	vi-szo-nos-ság	(6, 3, 5)
gyó-gyít-ha-tó	(6, 9, 4)	za-var-gás	(4, 9)
hi-á-nyos	(1, 6)	zűr-za-var	(10, 4)
iga-zít-ha-tó	(1, 4, 4)	zsar-nok-ság	(4, 4)
írás-hi-ba	(10, 1, 4)		

Stress and diacritics

Without exception, stress is on the first syllable. Diacritical marks (see Special characters) are used to denote vowel modifications.

Capitalization

1. Forms of address in letters, etc., and titles are capitalized: *Felséges Uram* (Your Majesty); *Méltóságod* (Your Lordship); *Tisztelt Uram* (Dear Sir).
2. Proper names and those referring to God are capitalized.
3. Adjectives formed from proper names and names of months are lowercased: *budapesti* (of Budapest); *január, március, szeptember* (January, March, September).
4. Titles of newspapers and periodicals (with the exception of definite and indefinite articles and the conjunction if they appear beyond the first word in such a title) are capitalized: *Acta Linguistica, Élet és Tudomány, Magyar Nemzet, Orvosi Hetilap, Történelmi Szemle.*
5. Titles of scientific handbooks, dictionaries, encyclopedias, linguistic monuments or other unique publications are capitalized: *Magyar Szófejtő Szótár, Révai Nagy Lexikona, Halotti Beszéd, Jókai Kódex, Toldi Szerelme.*

But titles of poems, books, and monographic series are capitalized generally only by capitalization of the first letter of the title: *Nemzeti dal, A magyar vers ritmusa, Ember és világ.*

6. Personal pronouns (second and third persons singular and plural and their declinative forms) are capitalized in correspondence and public addresses: *Te, Ön; Ti, Önök; Téged, Önt; Titeket, Önöket.*
7. Names of nations, ethnic groups, ethnolinguistic, and religious units are lowercased: *amerikai* (American); *észt* (Estonian); *magyar* (Hungarian); *olasz* (Italian); *szász* (Saxonian); *székely* (Székely, Siculian); *indián* (Indian); *néger* (Negro); *germán* (Germanic); *román* (Romance, also Rumanian); *szláv* (Slavic); *buddhista* (Buddhist); *római katolikus* (Roman Catholic); *református* (Reformed); *zsidó* (Jewish).

Punctuation

The most important differences are as follows:

1. Period is used in dates after numbers, indicating the year, the month, and the day (in that order): *1848. III. 15;* the same date may be written as follows: *1848. március 15.* or *1848. márc. 15.*
2. Period is used generally after the ordinal numbers when indicating a position of somebody or something in a set or line: *12. törvénycikk* (Law Article XII); *1956. évi* (of the year of 1956); *IX. kerület* (IXth district).
3. Period is used after the number of pages in a source referred to when the absence of a period could become the source of confusion: *Petőfi összes művei V. k. 24* (Petőfi's All Works, volume V, [page] 24); but *Petőfi összes művei V. k. 24.* (Petőfi's All Works, volume V, page 24; i.e., 24th page), because the number 24 without a period would mean that volume 5 contains only 24 pages.
4. Period is used after most of the abbreviations *(see Abbreviations).*
5. In compound and complex sentences each sentence is separated by a comma; accordingly, the conjunction *hogy* (that), *de* (but), *hanem* (but), and the relative pronouns, when linking a subordinate clause, are preceded by a comma.
6. Hungarian equivalents of inserted words such as *however, indeed, too, therefore,* are not placed between commas (as is the case in English) unless there is another reason for doing so.
7. Speech is not separated by a comma but by a dash.
8. In correspondence, salutation is not separated by a comma but by an exclamation mark.
9. The colon is used in the front of a quotation which is preceded by a quoting sentence or reference.
10. The colon is used in the front of the title of a work when listed after the author's name: *Arany: Toldi; Vörösmarty: Csongor és Tünde.* In the context of a sentence, however, the colon is omitted: *Arany Toldijának ítélték a díjat.* (The prize was given to the "Toldi" by Arany). *Mikszáth "Különös házasság" című regényéből filmet készítettek.* (A motion picture was made from the novel "A Peculiar Marriage" by Mikszáth.)
11. The colon introduces an enumeration: *Hárman ültek a kocsiban: az apa, az anya és a fiú.* (There were three sitting in the car, the father, the mother, and the son.)

12. In works of *belles lettres* (novels, short stories, etc.) the dialog is written in alternating lines with a dash in the front of each sentence:
—*Maguk hova mennek?* (Where are you going?)
—*Budapestre.* (To Budapest)
—*Mikor indulnak?* (When are you leaving?)
—*Amikor akarja.* (Any time you wish)

13. A sentence, interjected in the context of another, is separated by the dash: "*Nem hagyta cselédit—ezért öli bú—vele halni meg, ócska ruhába'!*" ("He could not suffer, that was his deep concern, to let his servants die with him in worn-out clothes!")

14. Words or phrases which appear (as explanations to certain elements in the sentence) within the context of the sentence are put in parentheses: *A szófajoknak (beszédrészeknek) többféle csoportosítása lehetséges.* (There are more possibilities for the grouping of the types of words; i.e., the parts of speech.)

15. If the parenthesized words or phrases appear at the end of that part of a compound or complex sentence which is separated from the rest by a comma, the comma is used after the closing half of the parenthesis: *Vannak olyan szavaink (pl. fagy, les, nyom stb.), amelyek igék is, névszók is.* (We have words like frost, watch, print, etc., which are used as verbs as well as nouns.)

16. In Hungarian, the initial half of the quotation mark appears on the lower level, the conclusive half on the upper level of a line: „. . . . . ."
The quotation within a quotation is indicated by the so-called 'inner quotation mark' which is: >>. . . . . .<<

Word order

1. Surname is given first, followed by Christian name: *Nagy János* (John Nagy).
The same applies to statements regarding authorship, etc.: *Szerkesztette: Nagy János* (Edited by John Nagy). *Írták: Kovács Pál és Szabó József* (By Paul Kovács and Joseph Szabó).

2. Words denoting profession or used in addressing a person (with full name) follow the Christian name: *Nagy János tanár* (Prof. John Nagy), or the last name (when the Christian name is not indicated): *Kovács művész úr* (The artist Mr. Kovács).

3. The word order in a date is the reverse of that in English; first comes the year, then the month, and at the end the day: *1848. március tizenötödike* (March 15 of 1848); *január elseje* (the first of January).

Abbreviations

a.	alatt, under
áll.	állami, state-connected
ált.	általános, general
Bp.	Budapest
bp.-i	budapesti, of Budapest
c.	című, entitled
D	dél, south
db.	darab, piece
de.	délelőtt, a.m.
DK	délkelet, southeast
DNy	délnyugat, southwest
Dr. or dr.	doktor, doctor (degree)
du.	délután, p.m.
É	észak, north
ÉK	északkelet, northeast
ÉNy	északnyugat, northwest
érk.	érkezik, arrives
évf.	évfolyam, year (of publication)
f	fillér, penny
f.é.	folyó évi, of the current year
fej.	fejezet, chapter
ford.	fordította, translated by
Ft	forint, florin
gimn.	gimnázium, high school
hiv.	hivatalos, official
i.e.	időszámításunk előtti, B.C.
i.sz.	időszámításunk szerinti, A.D.
jegyz.	jegyzet, note, footnote
K	kelet, east kötet, volume
kb.	körülbelül, circa
ker.	kerület, district
ker.	keresztény, Christian
köv.	következő, following, next
krt.	körút, avenue
l.	lap, page
l.	lásd!, see!
m	méter, meter
m.	magyar, Hungarian
min.	miniszter, minister (in the Cabinet)
ny.	nyugalmazott, retired
Ny	nyugat, west
ó	óra (o-clock), hour
p	perc, minute
pl.	például, for example, e.g.
pu.	pályaudvar, railway station
s.k.	saját kezével, signed
stb.	s a többi, etc.
szerk.	szerkesztette, edited by
tc.	törvénycikk, law article
t.i.	tudniillik, i.e.
u.	utca, street
ua.	ugyanaz, same as
vm.	vármegye, county

Cardinal numbers

egy	one	harminc	thirty
két (kettő)[1]	two	harmincegy, etc.	thirty-one, etc.
három	three		
négy	four	negyven	forty
öt	five	ötven	fifty
hat	six	hatvan	sixty
hét	seven	hetven	seventy
nyolc	eight	nyolcvan	eighty
kilenc	nine	kilencven	ninety
tíz	ten	száz	hundred
tizenegy	eleven	százegy, etc.	one hundred and one, etc.
tizenkét (tizenkettő)	twelve		
tizenhárom, etc.	thirteen, etc.		
húsz	twenty	kétszáz, etc.	two hundred, etc.
huszonegy	twenty-one		
huszonkét (huszonkettő),[1] etc.	twenty-two, etc.	ezer	thousand

Ordinal numbers

első	first	tizenharmadik, etc.	thirteenth, etc.
második	second		
harmadik	third	huszadik	twentieth
negyedik	fourth	huszonegyedik	twenty-first
ötödik	fifth	huszonkettedik, etc.	twenty-second, etc.
hatodik	sixth		
hetedik	seventh	harmincadik, etc.	thirtieth, etc.
nyolcadik	eighth	harmincegyedik	thirty-first
kilencedik	ninth	harminckettedik, etc.	thirty-second, etc.
tizedik	tenth		
tizenegyedik	eleventh	századik	hundredth
tizenkettedik	twelfth	ezredik	thousandth

Months

január (jan.)	January	julius (jul.)	July
február (feb.)	February	augusztus (aug.)	August
március (márc.)	March	szeptember (szept.)	September
április (ápr.)	April	október (okt.)	October
május (máj.)	May	november (nov.)	November
junius (jun.)	June	december (dec.)	December

Days

vasárnap	Sunday	csütörtök	Thursday
hétfő	Monday	péntek	Friday
kedd	Tuesday	szombat	Saturday
szerda	Wednesday		

Seasons

tavasz	spring	ősz	autumn
nyár	summer	tél	winter

Time

óra	hour	hó, hónap	month
nap	day	év, esztendő	year
hét	week		

REFERENCES.—Zoltán Bánhidi, A Textbook of the Hungarian Language (1966); Ferenc Kiefer, On Emphasis and Word Order in Hungarian (1967); Augustus A. Koski and Ilona Mihalyfy, Hungarian Basic Course (1963–64); John Lotz, Hungarian Reader (1962); László Országh, Hungarian-English and English-Hungarian Dictionary (1967); Ferenc Papp, Reverse-Alphabetized Dictionary of the Hungarian Language (1969); U.S. Library of Congress, Reference Department, Slavic and Central European Division, Hungarian Abbreviations; a Selective List, compiled by Elemer Bako (1961); János Zsilka, The System of Hungarian Sentence Patterns (1967).

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[1] The ordinal *két* is used when followed by a noun; otherwise *kettő*.

ITALIAN

Un tratto importante, che caratterizza il grande movimento della civiltà italiana risorgente e che risulta, non pure dalla poesia e filosofia di quel tempo, ma anche dall'opera dei politici e degli stessi guerrieri, è quell'impronta diffusa di umanità, in cui si avvolge come in una rosea nube il loro pensiero e la loro vita, pur diretti come sono ad un unico ideale: il risorgimento della Patria.—Giovanni Vidari, Le civiltà d'Italia (1934), as quoted by Young and Cantarella, Corso d'Italiano (1942), p. 320.

Alphabet and pronunciation

A	a	*a* in far
B	b	*b;* all consonant letters may be doubled, and then pronounced long, as *n*(*k*)*n* in penknife, etc.
C	c	*c* in scan (=*k*) before *a*, *o*, *u*, and consonants; before *e* or *i*, similar to *ch* in chant; *cia*, *cie*, *cio*, and *ciu* pronounced as *cha* in chart, *che* in check or *cha* in chafe, *cho* in chortle, and *chu* in Manchu, respectively; *ccia*, etc., sound like *tch*, etc.; *scia*, *scie*, *scio*, and *sciu* pronounced as *sha* in sharp, *she* in shepherd, *sho* in show, and *sho* in shoe, respectively
D	d	*d*
E	e	*a* in grate; *e* in bell
F	f	*f*
G	g	*g* in gay before *a*, *o*, *u*, and consonants; before *e* or *i* like *j;* *gia*, *gie*, *gio*, and *giu* pronounced as *ja* in jar, *je* in jet, between *ja* in jaw and *jo* in joke, and *ju* in jury, respectively; *ggia*, etc., sound like *d* plus *ja*, etc.
H	h	silent, but makes a preceding *c* or *g* hard
I	i	*e* in me; *i* preceded by *c*, *sc*, or *g* and followed by *a*, *o*, or *u* is silent unless stressed; before or after more highly stressed vowel, *i* is similar to *y* in yes and in boy, respectively
J	j	*y* in yes; now obsolete and replaced by *i*
K	k	*k;* only in foreign words
L	l	*l* in million
M	m	*m*
N	n	*n*
O	o	*o* in note; *aw* in saw
P	p	*p* in spin
Q	q	always with following *u;* *qu* pronounced as in quick
R	r	*r* in three
S	s	*s;* usually *z* between two vowels; *scia*, *scie*, *scio*, and *sciu* are pronounced *sha*, *she*, *sho*, and *shu*, respectively
T	t	*t* in step

[Concluded on following page]

U	u	*oo* in coo; before or after more highly stressed vowel, *u* is similar to *w* in wet and how, respectively
V	v	*v*
W	w	only in foreign words
X	x	
Y	y	*i;* only in foreign words
Z	z	*ts* in quarts or *ds* in adz

Special characters

Italian uses the Latin alphabet. It has no special characters; accents are employed only to a limited extent.

Vowels and consonants

The vowels are *a, e, i, o, u,* and *y;* the other letters of the alphabet are consonants.

Diphthongs

The combination of an *i* or *u* with another, more highly stressed, vowel may be regarded as diphthongal.

Digraphs

The digraphs and their sounds are:

ch as *c* in cat only before *e, i*
gh as *g* in go only before *e, i*
gl as *ll* in million[1]
gn as in cognac (=*ny* in canyon)
qu as in squalor
sc as *sh* in shall (before *e* or *i*)

Consonantal units

For the purpose of syllabification, a mute consonant followed by a liquid consonant is a consonantal unit. Hence, the following are consonantal units:

bl, br
chr, cl, cr
dr,
fl, fr
gl, gr
pl, pr
tl, tr
vl, vr

Also the combination of the letter *s* with any other following consonant, digraph, or consonantal unit is a unit for purposes of syllabification.

Rules for syllabification

1. Digraphs and consonantal units may not be divided.
2. Division is made on a vowel before a single consonant, digraph, or consonantal unit: *ami-co, ba-gno, ca-pra, giu-sto, ma-schera, ro-stro.*
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *sab-bia, ac-qua, ist-mo, an-che, com-pro.*
4. Division may be made between vowels only if they are strong, that is, *a, e, o.* Hence, only the following vowel groups may be divided: *aa, ae, ao; ea, ee, eo; oa, oe, oo: be-ato, co-atto, po-eta,* etc.
5. Prefixes are kept intact only if this conforms to rules 2 to 4: *con-stare* (rule 3), *pro-emio* (rule 4), *pro-getto* (rule 2), *sub-marino* (rule 3); but *co-nestabile* (rule 2), *proi-bire* (rule 2), *su-bordinare* (rule 2).[2]
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *gentil-uomo, cento-uno.*

If a compound is formed with an apostrophe, division may not be made on the apostrophe; thus *dell'albero, un'arte, dovrebb'essere* may be divided only *del-l'al-be-ro, un'ar-te, do-vreb-b'es-se-re,* respectively. A compound may be divided also by making use of the full article or word: *dello albero, dovrebbe essere.*

7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Wash-ington, Haps-burg, Hamp-shire, reichs-bank, Wag-ner.*

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[1] In a few words *gl* is not a digraph and is pronounced as *gl* in angle; for example: *Ganglio, glicerina, geroglifico, glifo, gloria, negligere,* etc.

[2] Usage varies as to this rule; some orthographers still prefer dividing on the prefix. The rule given in the text above follows the recommendation of Leone Donati, Corso Pràtico di Lingua Italiana, 207, 1934, Orell Füssli Editori, Zurigo e Lipsia. It is followed by most dictionaries as well as general works extant.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ab-bo-na-men-to	(3, 2, 2, 3)	fo-to-e-lio-gra-fia	(2, 6, 2, 2, 2)
ac-quie-sce-re	(3, 2, 2)	Fre-de-ris-bur-go	(2, 2, 7, 3)
ae-re-o-li-to	(2, 4, 2, 2)	gen-til-uo-mo	(3, 6, 2)
af-fli-to	(3, 2)	ge-o-gno-sti-co	(4, 2, 2, 2)
ame-ri-ca-no	(2, 2, 2)	in-du-stria-le	(3, 2, 2)
bi-gliet-taio	(2, 3)	ine-scu-sa-bi-le	(2, 2, 2, 2)
bis-a-vo-lo	(6, 2, 2)	ine-spli-ca-bi-le	(2, 2, 2, 2)
bi-so-gni-no	(2, 2, 2)	in-fi-schio	(3, 2)
Bre-ta-gna	(2, 2)	inin-tel-li-gen-te	(3, 3. 2, 3)
Buck-ing-ham	(7, 7)	inor-ga-ni-co	(3, 2, 2)
co-o-pe-ra-zio-ne	(4, 2, 2, 2, 2)	in-scrit-to-re	(3, 3, 2)
co-stret-to	(2, 3)	in-te-res-se	(3, 2, 3)
cre-sce-re	(2, 2)	iscri-zio-ne	(2, 2)
de-mo-cra-ti-co	(2, 2, 2, 2)	ist-mi-co	(3, 2)
dia-gno-sti-co	(2, 2, 2)	isto-lo-gi-co	(2, 2, 2)
di-scor-so	(2, 3)	istru-men-to	(2, 3)
di-sgra-zia	(2, 2)	ita-lia-no	(2, 2)
di-sor-di-ne	(2, 3, 2, 2)	Kam-tsciat-ka	(7, 3)
di-spo-si-zio-ne	(2, 2, 2, 2)	l'al-tr'ie-ri	(3, 2)
di-stin-ti-vo	(2, 3, 2)	ma-gne-ti-co	(2, 2, 2)
emi-sfe-ro	(2, 2)	ma-gni-fi-cen-te	(2, 2, 2, 3)
Epi-sco-pa-to	(2, 2, 2)	me-sme-ri-smo	(2, 2, 2)
esa-e-dro	(4, 2)	me-te-o-ri-te	(2, 4, 2, 2)
espa-tria-zio-ne	(2, 2, 2)	mil-li-gram-mo	(3, 2, 3)
espe-rien-za	(2, 3)	mi-san-tro-po	(2, 3, 2)
estra-di-zio-ne	(2, 2, 2)	mi-scre-den-te	(2, 2, 3)
exe-qua-tur	(2, 2)	neu-tra-liz-za-re	(2, 2, 3, 2)
fan-ta-sma-go-ria	(3, 2, 2, 2)	tra-sfor-ma-zio-ne	(2, 3, 2, 2)
fa-sci-smo	(2, 2)	tra-spor-ta-re	(2, 3, 2)
fi-lan-tro-pi-smo	(2, 3, 2, 2)	ve-sci-chet-ta	(2, 2, 3)
fo-sfo-re-scen-za	(2, 2, 2, 3)	zo-o-sper-ma	(4, 2, 3)

Stress and diacritics

No simple rules can be formulated for word stress in Italian. The majority of words receive their stress on the penultimate (next to the last) syllable: *aMIco, comPLEto;* fewer words are stressed on the antepenultimate (third from the last) syllable: *FABrico, gramMAtica;* only a limited number are stressed on the ultimate (last) syllable, but in this case the vowel carries the grave accent: *citTÀ fabbriCO*.

☆ Accent marks are used only to a limited degree—chiefly to indicate a final stressed syllable. Generally a grave (\`) is used when the final vowel is open and an acute (´) is used when that vowel is closed. Word types illustrating these usages are:

(*a*) Nouns ending in *ta* or *tu* having the singular and plural alike: *libertà, virtú* (from the Latin *libertade, virtude*, etc.).

(*b*) Verbs in the third person singular past absolute and first and third persons singular future: *comprò* (he bought), *comprerò* (I shall buy), *comprerà* (he will buy); similarly in the second and third conjugations: *vendé, venderò, venderà; finí, finirò, finirà*.

(*c*) Homonyms. The most common of these homonyms are:

ché, because	*che*, that	*né*, neither, nor	*ne*, of it, of them
colà, there	*cola*, strainer	*piè*, foot	*pie*, pious
costà, there	*costa*, shore	*però*, therefore	*pero*, pear tree
dà, gives	*da*, by, from, to	*sè*, himself	*se*, if
dí, day	*di*, of	*sí*, yes	*si*, himself, one
è, is	*e*, and	*tè*, tea	*te*, thee
là, there	*la*, the, her	*testè*, just now	*teste*, heads
lí, there	*li*, the, them		

(*d*) Monosyllables terminating in two vowels, to indicate that the preceding vowel is shortened: *ciò, già, giú, piú, può, quà*.

(*e*) Terminations *ia* and *io* in which the *ì* is to be stressed: *magìa, desìo*.

The acute is used by some editors to distinguish words differently stressed, where otherwise a misunderstanding might arise: ***malvágia*** (wicked), ***malvagía*** (malmsey, a wine). This use is rare.

The circumflex is used to indicate contraction: ***cacciâr*** (for ***cacciarono***), ***ginnasî*** (for *ginnasii*). This use is rare.

The dieresis (trema) is used in poetry over the ***i*** to indicate that it is to be sounded separately from a following vowel: *armonïoso* (pronounced *armoni-oso*, instead of *armonio-so*). This use is rare.

Capitalization

Capitalization in Italian is similar to that in English, with a few exceptions:

(*a*) Proper adjectives are lowercased: *la lingua italiana*, the Italian language, but *gl'Italiani*, the Italians (proper noun).

(*b*) The names of days and months are lowercased.

(*c*) Titles followed by name are lowercased: *il signor Donati*, Mr. Donati; *il principe Umberto*, Prince Umberto.

(*d*) The pronoun *io*, *I*, is lowercased, but the pronouns of formal address, *Ella*, *Lei*, *Loro*, all meaning *you*, are sometimes capitalized. These pronouns, however, in modern Italian usage, and *Lei* in particular, are *not* capitalized in a written text except for that of a letter, and a formal one at that. *Ella* is often capitalized in poetry.

(*e*) In poetry, the first word of each line is usually lowercased.

Punctuation

Punctuation is similar to that of English. The comma is used to point off all clauses, restrictive as well as descriptive. Commas are not used, however, with the conjunction *e* in a series of several words. The apostrophe is used to indicate vowel elision only: *un'opera d'arte* (for *una opera di arte*), *sopra 'l letto* (for *sopra il letto*). The space after the apostrophe is no longer required.

Quotation marks:

Used less often than in English.

In the text of a dialog they are often substituted by a new paragraph for each speech, sometimes preceded by a long dash.

Titles of books, poems, and articles are usually entered in quotation marks in a text. Titles of books are sometimes entered in italic, and periodicals, more often than books, are also entered in italic in a text.

[No authority specifically stating this found. However, the use of quotation marks as stated above can be seen in Hall's text. In any Italian text or newspaper the above use of italic can also be observed.]

Abbreviations

a/c.	a conto, account
a.c.	anno corrente, current year
a.D.	anno Domini, in the year of our Lord
a.m., ant.	antimeridiano, a. m.
a.p.	anno passato, last year
c.m.	corrente mese, instant
C.^{a}	Compagnia, company
d.C.	dopo Cristo, after Christ
Dep. prov.	Deputato provinciale, member of the provincial parliament
disp.	dispensa, number, part
ecc.	eccetera, etc.
Ed.	Edizione, edition; Editore, editor
es.	esempio, example
fasc.	fascicolo, number, part
f(err).	ferrovia, railroad
f.co	franco, post free
F.lli	Fratelli, brothers
Giun.	Giuniore, junior
I. Cl.	prima classe, first class
Ill.mo	Illustrissimo, most illustrious
lit., Ł	lire
LL. MM.	Loro Maestà, Their Majesties
N.^{i}	Numeri, numbers
N.^{o}	Numero, number
On.	Onorevole, Honorable
p.m., pom.	pomeridiane, p.m.

Cardinal numbers

uno	one
due	two
tre	three
quattro	four
cinque	five
sei	six
sette	seven
otto	eight
nove	nine
dieci	ten

Cardinal numbers—Continued

undici	eleven	trenta	thirty
dodici	twelve	quaranta	forty
tredici	thirteen	cinquanta	fifty
quattordici	fourteen	sessanta	sixty
quindici	fifteen	settanta	seventy
sedici	sixteen	ottanta	eighty
diciassette diciasette	seventeen	novanta novantuno, etc.	ninety ninety-one, etc.
diciotto	eighteen		
diciannove dicianove	nineteen	cento cent(o)uno, etc.	hundred one hundred and one, etc.
venti	twenty		
ventuno	twenty-one		
ventidue	twenty-two	duecento, etc.	two hundred, etc.
ventitrè, etc.	twenty-three, etc.	mille, mila	thousand
ventotto, etc.	twenty-eight, etc.	duemila, etc.	two thousand, etc.

Ordinal numbers

primo, -a	first	ventesimo	twentieth
secondo	second	ventunesimo ventesimo primo, etc.	twenty-first, etc.
terzo	third		
quarto	fourth	trentesimo	thirtieth
quinto	fifth	quarantesimo	fortieth
sesto	sixth	cinquantesimo	fiftieth
settimo	seventh	sessantesimo, etc.	sixtieth, etc.
ottavo	eighth	centesimo	hundredth
nono	ninth	centesimo primo, etc.	one hundred and first, etc.
decimo	tenth		
decimo primo undicesimo	eleventh	duecentesimo	two hundredth
dodicesimo	twelfth		
tredicesimo	thirteenth	trecentesimo, etc.	three hundredth, etc.
quattordicesimo decimo quarto, etc.	fourteenth, etc.	millesimo	thousandth

Months

gennaio (genn.)	January	luglio	July
febbraio (febb.)	February	agosto	August
marzo	March	settembre (sett.)	September
aprile	April	ottobre (ott.)	October
maggio (magg.)	May	novembre (nov.)	November
giugno	June	dicembre (dic.)	December

Days

domenica	Sunday	giovedì	Thursday
lunedì	Monday	venerdì	Friday
martedì	Tuesday	sabato	Saturday
mercoledì	Wednesday		

Seasons

primavera	spring	autunno	autumn
estate	summer	inverno	winter

Time

ora	hour	mese	month
giorno	day	anno	year
settimana	week		

References.—Mario Hazon, Ed., Garzanti Comprehensive Italian-English, English-Italian Dictionary, New York, McGraw-Hill, 1963; Robert A. Hall, Jr., Italian for Modern Living, New York, Chilton Co., 1961.

LATIN

Gallia est omnis divisa in partes tres, quarum unam incolunt Belgae, aliam Aquitani, tertiam qui ipsorum lingua Celtae nostra Galli appellantur. Hi omnes lingua institutis legibus inter se differunt.—Caesar, De Bello Gallico I. 1.

Alphabet and pronunciation

A	a	long: *ah;* short: *o* in hot
B	b	*b*
C	c	*k*
D	d	*d*
E	e	long: *e* in there; short: *e* in met
F	f	*f*
G	g	*g* in go
H	h	*h*
I	i	long: *ee;* short: *i* in sit
J	j	*y* in yet
K	k	*k*
L	l	*l*
M	m	*m*
N	n	*n*
O	o	long: *o* in note; short: *o* in fort
P	p	*p*
Q	q	*k*
R	r	*r*
S	s	*s*
T	t	*t*
U	u	long: *oo* in food; short: *oo* in good; like *w* after *q*, and usually after other consonants before another vowel
V	v	*w*
X	x	*ks*
Y	y	*ee; i* as for *i*
Z	z	*z*

Consonants

Formerly *u* and *v* were written with *v*, and *i* and *j* with *i*. Modern texts customarily distinguish both pairs. Thus: *uva*, *visu*, *janua*, *Jove*.

K, *z*, and *y* are rather rare, occurring mostly in loanwords. *Q* is used only in the combination *qu*, pronounced *kw*.

The digraphs *ch*, *ph*, and *th* are pronounced as *k*, *f*, and *t*, respectively.

Vowels

Each of the five vowels is either long or short in each occurrence, and an accurate pronunciation will reflect this difference. Elementary texts usually mark the long vowels with a macron; thus: *ā*, *ē*, *ī*, *ō*, *ū*.

Diphthongs

Two short vowels may occur together in the same syllable, in which case the second of the two is a semivowel; i.e., *u* as the second element of a diphthong is pronounced like *w*, and *i* or *e* in this position is pronounced like *y*. The commonest diphthongs are *ae* and *au*, pronounced to rhyme with high and how. Less common are *ei* (as in vein), *eu*, *oe* (as *oi* in oil), and *ui*.

Consonantal units[1]

The following combinations are referred to as consonant clusters in the rules given below for syllabification: *bl*, *br*, *cl*, *cr*, *dr*, *fl*, *fr*, *gl*, *gr*, *pl*, *pr*, *tl*, *tr*, *scr*, *str*, *spl*, *spr*.

The digraphs *ch*, *ph*, and *th* are treated just like *c*, *f*, and *t* in consonant clusters.

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[1] Some Latin lexicographers still use the classic method of determining consonantal units; namely, any group of consonants which can begin a word constitutes a consonantal unit and may begin a syllable. This method is still in use in Greek syllabification; but in present-day Latin orthography it has been largely replaced by the Romance-language method, given in the text and recommended by Allen and Greenough. (See References.)

Rules for syllabification

1. Diphthongs, digraphs, and consonant clusters may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonant cluster: *ca-sus, si-pho, pa-tres, cae-lum.*
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonant cluster: *vit-ta, mag-nus, punc-tus, bac-chor, am-plus.*
4. Division may be made between vowels not constituting a diphthong: *pu-er, di-es, fili-us, Tro-ius.*
5. Certain adverbial prefixes are kept intact. These are: *ab, ante, circum, cis, con, de, ex, extra, in, inter, intro, ob, per, prae, praeter, per, post, pro(d), propter, re(d), sub, super, supra,* and *trans: ab-eo, con-scriptum, inter-esse.*
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *quot-annis, et-enim, sic-ut.*
7. The letter *x* is retained with the preceding syllable: *dix-it.*

Note.—The above rules do not apply to anglicized Latin scientific names used in English works. Their syllabification follows the English practice.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ab-a-li-e-no	(5, 2, 4, 2)	prod-es-se	(5, 3)
ab-scin-do	(5, 3)	proe-li-um	(2, 4)
ac-cli-na-tus	(3, 2, 2)	pro-stra-tum	(5, 2)
ad-ae-qua-tus	(5, 2, 2)	pro-sub-ac-tum	(5, 5, 3)
ad-emp-tus	(5, 3)	pu-bli-ca-tus	(2, 2, 2)
am-plex-us	(3, 7)	quam-ob-rem	(6, 6)
cir-cum-ac-tus	(3, 5, 3)	quem-ad-mo-dum	(6, 6, 2)
Cis-al-pi-nus	(5, 3, 2)	re-cru-des-co	(5, 2, 3)
con-sue-tus	(5, 2)	red-ac-tus	(5, 3)
de-spon-sum	(5, 3)	re-duc-tus	(5, 3)
et-e-nim	(6, 2)	re-frac-tum	(5, 3)
ex-em-plum	(7, 3)	re-spec-tus	(5, 3)
in-a-nis	(5, 2)	res-pu-bli-ca	(6, 2, 2)
in-ep-ti	(5, 3)	ses-cen-ti	(6, 3)
in-ter-ea	(3, 5)	sua-de-re	(2, 2)
ne-sci-tus	(6, 2)	sub-ac-tio	(5, 3)
ob-la-tus	(5, 2)	su-pra-scan-do	(2, 5, 3)
per-ac-tus	(5, 3)	trans-ab-i-tum	(5, 5, 2)
per-e-git	(5, 2)	trans-ad-ac-tum	(5, 5, 3)
pe-ri-cli-ta-tio	(2, 2, 2, 2)	tran-su-tum	(3, 2)
post-ea-quam	(5, 6)	tri-um-pho	(4, 3)
post-hu-mus	(5, 2)	tu-mul-tu-o-sus	(2, 3, 4, 2)
post-sce-ni-um	(5, 2, 4)	una-ni-mus	(2, 2)
pos-tu-la-tus	(3, 2, 2)	usus-fruc-tus	(6, 3)
prae-scrip-tus	(5, 3)	va-li-dus	(2, 2)
prae-ter-i-tum	(2, 5, 2)	Xe-no-phon	(2, 2)

Stress

Words of two syllables are always stressed on the first syllable: *ROma, LIber.* In words of more than two syllables, the stress is on the next to the last syllable if that syllable ends in a consonant, a long vowel, or a diphthong. Otherwise the stress is on the third from the last syllable. Thus: ho-NO-ris, CON-su-lis.

Capitalization and punctuation

American editors usually follow the English conventions in capitalization and punctuation.

Abbreviations

a., annus, year; ante, before
A.A.C., anno ante Christum, in the year before Christ
A.A.S., Academiae Americanae Socius, Fellow of the American Academy [Academy of Arts and Sciences]
A.B., artium baccalaureus, bachelor of arts
ab init., ab initio, from the beginning
abs. re., absente reo, the defendant being absent
A.C., ante Christum, before Christ

Abbreviations—Continued

A.D., anno Domini, in the year of our Lord
a.d., ante diem, before the day
ad fin., ad finem, at the end, to one end
ad h.l., ad hunc locum, to this place, on this passage
ad inf., ad infinitum, to infinity
ad init., ad initium, at the beginning
ad int., ad interim, in the meantime
ad lib., ad libitum, at pleasure
ad loc., ad locum, at the place
ad val., ad valorem, according to value
A.I., anno inventionis, in the year of the discovery
al., alia, alii, other things, other persons
A.M., anno mundi, in the year of the world; Annus mirabilis, the wonderful year [1666]; a.m., ante meridiem, before noon
an., anno, in the year; ante, before
ann., annales, annals; anni, years
A.R.S.S., Antiquariorum Regiae Societatis Socius, Fellow of the Royal Society of Antiquaries
A.U.C., anno urbis conditae, ab urbe conolita, in [the year from] the building of the City [Rome], 753 B.C.
B.A., baccalaureus artium, bachelor of arts
B. Sc., baccalaureus scientiae, bachelor of science
C., centum, a hundred; condemno, I condemn, find guilty
c., circa, about
cent., centum, a hundred
cf., confer, compare
C.M., chirurgiae magister, master of surgery
coch., cochlear, a spoon, spoonful
coch. amp., cochlear amplum, a tablespoonful
coch. mag., cochlear magnum, a large spoonful
coch. med., cochlear medium, a dessert spoonful
coch. parv., cochlear parvum, a teaspoonful
con., contra, against; conjunx, wife
C.P.S., custos privati sigilli, keeper of the privy seal
C.S., custos sigilli, keeper of the seal
cwt., c. for centum, wt. for weight, hundredweight
D., Deus, God; Dominus, Lord; d., decretum, a decree; denarius, a penny; da, give
D.D., divinitatis doctor, doctor of divinity
D.G., Dei gratia, by the grace of God; Deo gratias, thanks to God
D.N., Dominus noster, our Lord
D. Sc., doctor scientiae, doctor of science
d.s.p., decessit sine prole, died without issue
D.V., Deo volente, God willing
dwt., d. for denarius, wt. for weight pennyweight
e.g., exempli gratia, for example
et al., et alibi, and elsewhere; et alii, or aliae, and others
etc., et cetera, and others, and so forth
et seq., et sequentes, and those that follow
et ux., et uxor, and wife
F., filius, son
f., fiat, let it be made; forte, strong
fac., factum similis, facsimile, an exact copy
fasc., fasciculus, a bundle
fl., flores, flowers; floruit, flourished; fluidus, fluid
f.r., folio recto, right-hand page
F.R.S., Fraternitatis Regiae Socius, Fellow of the Royal Society
f.v., folio verso, on the back of the leaf
guttat., guttatim, by drops
H., hora, hour
h.a., hoc anno, in this year; hujus anni, this year's
hab. corp., habeas corpus, have the body—a writ
h.e., hic est, this is; hoc est, that is
h.m., hoc mense, in this month; huius mensis, this month's
h.q., hoc quaere, look for this
H.R.I.P., hic requiescat in pace, here rests in peace
H.S., hic sepultus, here is buried; hic situs, here lies; h. s., hoc sensu, in this sense
H.S.S., Historiae Societatis Socius, Fellow of the Historical Society
h.t., hoc tempore, at this time; hoc titulo, in or under this title
I, Idus, the Ides; i., id, that; immortalis, immortal
ib. or ibid., ibidem, in the same place
id., idem, the same
i.e., id est, that is
imp., imprimatur, sanction, let it be printed
I.N.D., in nomine Dei, in the name of God
in f., in fine, at the end
inf., infra, below
init., initio, in the beginning
in lim., in limine, on the threshold, at the outset
in loc., in loco, in its place
in loc. cit., in loco citato, in the place cited
in pr., in principio, in the beginning
in trans., in transitu, on the way
i.q., idem quod, the same as
i.q.e.d., id quod erat demonstrandum, what was to be proved
J., judex, judge
J.C.D., juris civilis doctor, doctor of civil law
J.D., jurum doctor, doctor of laws
J.U.D., juris utriusque doctor, doctor of both civil and canon law

Abbreviations—Continued

L., liber, a book; locus, a place

£, libra, pound; placed before figures, thus £10; if l., to be placed after, as 40l.

L.A.M., liberalium artium magister, master of the liberal arts

L.B., baccalaureus literarum, bachelor of letters

lb., libra, pound (singular and plural)

L.H.D., literarum humaniorum doctor, doctor of the more humane letters

Litt. D., literarum doctor, doctor of letters

LL.B., legum baccalaureus, bachelor of laws

LL.D., legum doctor, doctor of laws

LL.M., legum magister, master of laws

loc. cit., loco citato, in the place cited

loq., loquitur, he, or she, speaks

L.S., locus sigilli, the place of the seal

l.s.c., loco supra citato, in the place above cited

£ s. d., librae, solidi, denarii, pounds, shillings, pence

M., magister, master; manipulus, handful; medicinae, of medicine; m., meridies, noon

M.A., magister artium, master of arts

M.B., medicinae baccalaureus, bachelor of medicine

M. Ch., magister chirurgiae, master of surgery

M.D., medicinae doctor, doctor of medicine

m.m., mutatis mutandis, with the necessary changes

m.n., mutato nomine, the name being changed

MS., manuscriptum, manuscript; MSS., manuscripta, manuscripts

Mus. B., musicae baccalaureus, bachelor of music

Mus. D., musicae doctor, doctor of music

Mus. M., musicae magister, master of music

N., Nepos, grandson; nomen, name; nomina, names; noster, our; n., natus, born; nocte, at night

N.B., nota bene, mark well

ni. pri., nisi prius, unless before

nob., nobis, for (or on) our part

nol. pros., nolle prosequi, will not prosecute

non cul., non culpabilis, not guilty

n.l., non licet, it is not permitted; non liquet, it is not clear; non longe, not far

non obs., non obstante, notwithstanding

non pros., non prosequitur, he does not prosecute

non seq., non sequitur, it does not follow logically

O., octarius, a pint

ob., obiit, he, or she, died; obiter, incidentally

ob. s.p., obiit sine prole, died without issue

o.c., opere citato, in the work cited

op., opus, work; opera, works

op. cit., opere citato, in the work cited

P., papa, pope; pater, father; pontifex, bishop; populus, people; p., partim, in part; per, by, for; pius, holy; pondere, by weight; post, after; primus, first; pro, for

p.a., or per ann., per annum, yearly; pro anno, for the year

p. ae., partes aequales, equal parts

pass., passim, everywhere

percent., per centum, by the hundred

pil., pilula, pill

Ph. B., philosophiae baccalaureus, bachelor of philosophy

P.M., post mortem, after death

p.m., post meridiem, afternoon

pro tem., pro tempore, for the time being

prox., proximo, in or of the next [month]

P.S., postscriptum, postscript; P.SS., postscripta, postscripts

q.d., quasi dicat, as if one should say; quasi dictum, as if said; quasi dixisset, as if he had said

q.e., quod est, which is

Q.E.D., quod erat demonstrandum, which was to be demonstrated

Q.E.F., quod erat faciendum, which was to be done

Q.E.I., quod erat inveniendum, which was to be found out

q.l., quantum libet, as much as you please

q. pl., quantum placet, as much as seems good

q.s., quantum sufficit, sufficient quantity

q.v., quantum vis, as much as you will; quem, quam, quod vide, which see; qq. v., quos, quas, or quae vide, which see (plural)

R., regina, queen; recto, right-hand page; respublica, commonwealth

℞, recipe, take

R.I.P., requiescat, or requiescant, in pace, may he, she, or they, rest in peace

R.P.D., rerum politicarum doctor, doctor of political science

rr., rarissime, very rarely

R.S.S., Regiae Societatis Sodalis, Fellow of the Royal Society

S., sepultus, buried; situs, lies; societas, society; socius or sodalis, fellow; s., semi, half; solidus, shilling

s.a., sine anno, without date; secundum artem, according to art

S.A.S., Societatis Antiquariorum Socius, Fellow of the Society of Antiquaries

sc., scilicet, namely; sculpsit, he, or she, carved or engraved it

Abbreviations—Continued

Sc. B., scientiae baccalaureus, bachelor of science
Sc. D., scientiae doctor, doctor of science
S.D., salutem dicit, sends greetings
s.d., sine die, indefinitely
sec., secundum, according to
sec. leg., secundum legem, according to law
sec. nat., secundum naturam, according to nature, or naturally
sec. reg., secundum regulam, according to rule
seq., sequens, sequentes, sequentia, the following
S.H.S., Societatis Historiae Socius, Fellow of the Historical Society
s.h.v., sub hac voce or sub hoc verbo, under this word
s.l.a.n., sine loco, anno, vel nomine, without place, date, or name
s.l.p., sine legitima prole, without lawful issue
s.m.p., sine mascula prole, without male issue
s.n., sine nomine, without name
s.p., sine prole, without issue
S.P.A.S., Societatis Philosophiae Americanae Socius, Fellow of the American Philosophical Society
s.p.s., sine prole superstite, without surviving issue
S.R.S., Societatis Regiae Socius or Sodalis, Fellow of the Royal Society
ss, scilicet, namely (in law)
S.S.C., Societas Sanctae Crucis, Society of the Holy Cross
stat., statim, immediately
S.T.B., sacrae theologiae baccalaureus, bachelor of sacred theology
S.T.D., sacrae theologiae doctor, doctor of sacred theology
S.T.P., sacrae theologiae professor, professor of sacred theology
sub., subaudi, understand, supply
sup., supra, above
t. or temp., tempore, in the time of
tal. qual., talis qualis, just as they come; average quality
U.J.D., utriusque juris doctor, doctor of both civil and canon law
ult., ultimo, last month (may be abbreviated in writing but should be spelled out in printing)
ung., unguentum, ointment
u.s., ubi supra, in the place above mentioned
ut dict., ut dictum, as directed
ut sup., ut supra, as above
ux., uxor, wife
v., versus, against; vide, see; voce, voice, word
v. —— a., vixit —— annos, lived [so many] years
verb. sap., verbum [satis] sapienti, a word to the wise suffices
v.g., verbi gratia, for example
viz, videlicet, namely
v.s., vide supra, see above

Cardinal numbers

unus, una, unum	one
duo, duae, duo	two
tres, tria	three
quattuor	four
quinque	five
sex	six
septem	seven
octo	eight
novem	nine
decem	ten
undecim	eleven
duodecim	twelve
tredecim	thirteen
quattuordecim	fourteen
quindecim	fifteen
sedecim	sixteen
septendecim	seventeen
duodeviginti	eighteen
undeviginti	nineteen
viginti	twenty
viginti unus, etc.	twenty-one, etc.
duodetriginta	twenty-eight
undetriginta	twenty-nine
triginta	thirty
quadraginta	forty
quinquaginta	fifty
sexaginta	sixty
septuaginta	seventy
octoginta	eighty
nonaginta	ninety
centum	hundred
centum et unus, etc.	hundred and one, etc.
ducenti, -ae, -a	two hundred
trecenti	three hundred
quadringenti	four hundred
quingenti	five hundred
sescenti	six hundred
septingenti	seven hundred
octingenti	eight hundred
nongenti	nine hundred
mille	thousand

Ordinal numbers

primus	first	duodecimus	twelfth
secundus	second	tertius decimus, etc.	thirteenth, etc.
tertius	third	duodevicesimus	eighteenth
quartus	fourth	undevicesimus	nineteenth
quintus	fifth	vicesimus, vigesimus	twentieth
sextus	sixth	vicesimus primus, etc.	twenty-first, etc.
septimus	seventh	centesimus	hundredth
octavus	eighth	millesimus	thousandth
nonus	ninth		
decimus	tenth		
undecimus	eleventh		

Months

Januarius	January	Julius	July
Februarius	February	Augustus	August
Martius	March	September	September
Aprilis	April	October	October
Maius	May	November	November
Junius	June	December	December

Days

dies solis	Sunday	dies Mercurii	Wednesday
dies dominica		dies Iovis	Thursday
dies lunae	Monday	dies Veneris	Friday
dies Martis	Tuesday	dies Saturni	Saturday

Seasons

ver	spring	autumnus	autumn
aestas	summer	hiems	winter

Time

hora	hour	mensis	month
dies	day	annus	year
hebdomas	week	saeculum	century

REFERENCES.—Allen and Greenough, A New Latin Grammar (1920); J. R. V. Marchant and Joseph F. Charles, Cassell's Latin-English and English-Latin Dictionary (1909); Edgar H. Sturtevant, The Pronunciation of Greek and Latin (1940).

NORWEGIAN

Fra De forente Stater kom bare 6,9 pst. av importen, først og fremst hvete. Norge innførte også hvete fra Argentina, Kanada og Sovjet-Russland, og bare en femtedel av de norske bilene kom direkte fra Amerika. Norges største eksportvare var papir og cellulose (19,2 pst.), så kom som nummer to fiskeprodukter og hermetikk (15,3), som nummer tre metaller (13 pst.).—Einar Haugen, Spoken Norwegian, p. 505.

Alphabet and pronunciation

A	a	in stressed syllables followed by one consonant or none, like *a* in father, but tending toward *aw* in law, in stressed syllables followed by two or more consonants and in unstressed syllables, like *a* in father, but very short, resembling more *u* in but
B	b	*b;* formerly often written for sound *p*
C	c	*s* in so before *e, i, y;* like *k* before *a, o, u,* or consonant; occurs only in foreign words; now practically obsolete, being written *k* or *s*; combination *ch,* like *ch* in chorus; in French words, like *sh*
D	d	*d;* often silent after *l, n, r,* and at end of words
E	e	in stressed syllables followed by one consonant or none, like *i* in pit, but longer; before *r,* like *a* in man; in stressed syllables followed by a consonant other than *r* plus another consonant, like *e* in let, but tending toward *i* in pit; in stressed syllables followed by *r* plus another consonant, like *a* in hat; in the words *De* and *de,* like *ee* in meet, but shorter; in unstressed syllables, like *a* in sofa
F	f	*f*
G	g	*g* in go; before *i, y, ei,* or *øy,* almost always like *y* in yes; after *e* at end of a few words (*jeg, meg, deg, seg*), like *y* in say; silent before *j,* in the word *og,* in suffix *-ig,* and in a few other words; in French words, often like *sh*
H	h	*h;* silent before *j* or *v*
I	i	in stressed syllables followed by one consonant or none, like *ee* in meet; in stressed syllables followed by two or more consonants and in unstressed syllables, like *ee* in meet, but shorter
J	j	*y* in yes; in French words, like *sh*
K	k	*k;* before *i, y, j, ei,* or *øy,* like strong *h* in hue—i.e., like German *ch* in ich
L	l	*ll* in million, sometimes silent before *j*
M	m	*m*
N	n	*n;* combination *ng,* like *ng* in singer; combination *nk,* like *nk* in sink; in French words, *en* and *an* often pronounced as through written *ang*
O	o	in stressed syllables followed by one consonant or none, like *o* in go, but with lips pursed, resembling more *oo* in food; in stressed syllables followed by two or more consonants and in unstressed syllables, like *u* in put

[Concluded on following page]

P	p	*p*
Q	q	always followed by *v* (or *u*), combination being pronounced and now written *kv;* occurs only in foreign words
R	r	before vowel, like *r*, but slightly trilled, with tip of tongue against gums just above upper teeth; resembles Scotch burr or Italian *r;* before *d*, *l*, *n*, *t*, the *r* loses its trill and sounds somewhat like American *r;* always combines with following *s* to produce sound *sh;* in French words, often silent when final after *e*
S	s	*s* in sing; before *j* like *sh;* combination *sk* before *i*, *y*, *j*, *ei*, or *øy* almost always like *sh;* always combines with preceding *r* to produce sound *sh;* in foreign words, combination *sc* like *s*, or in a few words like *sk; sch* like *sh*, or in a few words like *sk; si* followed by vowel (now written *sj*) like *sh*
T	t	*t;* combination *tj* sometimes pronounced as though written *kj;* silent in word *det* and in *-et*, definite article suffixed to all neuter nouns; in Latin words when followed by *i* and another vowel, like *ts;* ending *tion* (now written *sjon*) pronounced as though written *sjon*
U	u	in stressed syllables followed by one consonant or none, like *oo* in food; in stressed syllables followed by two or more consonants and in unstressed syllables, like *oo* in food, but shorter
V	v	*v;* silent in word *av* and after *l*
W	w	*v;* occurs in foreign words
X	x	*ks;* at beginning of words, like *s*
Y	y	in stressed syllables followed by one consonant or none, like *ee* in meet, with lips rounded as in pronouncing *oo* in food, being similar to long German *ü* or French *u;* in stressed syllables followed by two or more consonants and in unstressed syllables, like *ee* in meet, but shorter, with lips rounded as in pronouncing *u* in put, being similar to short German *ü* or French *u*
Z	z	*s* in sing; occurs only in foreign words
Æ	æ	formerly sometimes written *Ä*, *ä;* many words formerly written with *æ* now written with *e;* in stressed syllables followed by one consonant or none, like *a* in care; in stressed syllables followed by two or more consonants and in unstressed syllables, like *a* in hat, this sound occurring only before *r*
Ø	ø	formerly often written *Ö*, *ö;* in stressed syllables followed by one consonant or none, like *i* in pit, but longer, with lips rounded as in pronouncing *oo* in food, being similar to long German *ö* or French *eu;* in stressed syllables followed by two or more consonants and in unstressed syllables, like *e* in pet, with lips rounded as in pronouncing *u* in pull, being similar to short German *ö* or French *eu*
A	å	formerly written *Aa*, *aa;* in stressed syllables followed by one consonant or none, like *aw* in law; in stressed syllables followed by two or more consonants and in unstressed syllables, like *aw* in law, but shorter

Norway has two official languages, bokmål and nynorsk. The designations for these languages derive from an act of legislation of 1929. Before that time the languages were known as riksmål and landsmål, respectively. The term riksmål is still used unofficially in Norway today. Bokmål, also known in the past as Dano-Norwegian, was originally a written language acquired from Denmark during the centuries the two nations were united (1397 to 1814). It differed in many ways from the speech of the Norwegian people, and in its written form was almost identical with Danish until 1907. Since then there have been a number of language reforms—including major ones in 1907, 1918, 1938, and 1959—promulgated by the Storting, the Norwegian Parliament, for the purpose of making the orthography correspond more closely with the spoken language. These changes were binding only for government officials and schoolbooks. Private individuals and publishers have been free to use the new systems or not, as they have seen fit. As a consequence there exists a variety of styles in the literature of the 20th century.

The other official language, nynorsk, is a synthetic language based on rural Norwegian dialects and originating in the 1850's. Since that time, it has also undergone a number of official reforms as well as changes in name. While its official status is equal to that of bokmål, nynorsk enjoys less popularity and is used with less frequency than bokmål. Approximately 85 percent of the works published in Norway are in bokmål, and the percentage of the population using nynorsk has been estimated at approximately 22 percent.

The two languages, and their dialects, are in any event very similar, and in their struggle for supremacy are constantly influencing each other. The result may in the end be a single "compromise" language.

However that may be, the linguistic situation in Norway, both in its written and spoken aspects, is very much in a state of flux, and it is particularly difficult to make clear-cut statements about it.

Special characters

Norwegian uses the Latin alphabet with the addition of three special characters—the last three shown in the alphabet.

The letters *c*, *q*, *w*, *x*, and *z* are now used only in foreign words and proper names. Even in popular words of foreign origin they are preferably avoided by substituting *k* or *s* for *c*, *kv* for *qu*, *v* for *w*, *ks* for *x*, and *s* for *z*.

Fraktur type (German text) was abolished officially in 1907, and is now scarcely in use anywhere.

Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, *y*, *æ*, *ø*, and *å*; the so-called back vowels being *a*, *o*, *u*, and *å*; the front vowels *e*, *i*, *y*, *æ*, and *ø*. The other letters of the alphabet are all consonants.

Combinations of vowel letters (diphthongs)

The diphthongs and their sounds are as follows:

ai as *ai* in aisle
au as *ou* in our
ei as *ei* in weigh
oi (in foreign words), as *oi* in boil
øy (formerly written *øi*), like Norwegian *ø* followed by slight sound of Norwegian *y*, the two being sounded as one syllable
eu (in foreign words), like Norwegian *æ* followed by slight sound of Norwegian *u*, the two being sounded as one syllable
ou (in foreign words), like Norwegian *u*

Combinations of consonantal letters (digraphs)

The digraphs and their sounds are:

ch (in foreign words), as *sh* in shall or *ch* in chorus
gj as *y* in yes
hj
hv
kj
lj
ng
ph (in foreign words; obsolete)
ps (in foreign words)
qv (also written *qu*; in foreign words, obsolete)
sc (in foreign words)
sch (in foreign words)
sh (in foreign words)
sj (also formerly written *si*, *ti* in foreign words), as *sh* in shall
sk as *sh* in shall (before front vowels)
th (usually in foreign words), as *t*
tj
wh (in foreign words)

Consonantal units

For purposes of syllabification, consonant combinations are treated as units. In addition to the digraphs, the following are also consonantal units: *kv, skj, sp, spr, st, str.*

Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ale-ne, hvi-ske, hu-stru, bei-ning.*
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *af-ten, dan-ske, sek-sten, tjenst-lig, blom-ster.*
4. Division may be made between two vowels not constituting a diphthong or between a diphthong and another vowel: *fri-er, lei-er.*
5. Certain adverbial prefixes are kept intact. These are: *ad, an, av, bak, be, bi, bort, efter, er, for, fra, frem, ge, in, inn* (formerly *ind*), *med, mis, ned, om, opp* (formerly *op*), *over, på* (formerly *paa*), *til, under, unn* (formerly *und*), *ut, ute,* and *ved: ad-splitte, an-bringe, av-klipp, bak-slag,* etc.
6. Certain suffixes are kept intact. These are: *aktig* (*agtig*), *artet, asje, het* (*hed*), *inne* (*inde*): *barn-agtig, god-artet, lekk-asje, matt-het, vert-inne.*
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6), the compounding *s*, if used, going with the preceding component: *aften-avis, aften-blad, aftens-tid.*
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *pa-triot, anti-kvar, inter-esse, mid-shipman.* Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *me-trisk, hemi-tropi, dia-gnose.*

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ame-ri-kan-ske	(2, 2, 3)
ar-ke-o-lo-gi	(3, 4, 2, 2)
av-brek-ke	(5, 3)
be-skjef-ti-gel-se	(5, 3, 2, 3)
der-et-ter	(7, 3)
egen-ar-tet	(6, 3)
eks-al-te-re	(8, 3, 2)
en-gel-ske	(3, 3)
eng-len-der	(3, 3)
er-ind-ring	(5, 3)
eu-ro-pei-ske	(2, 2, 2)
for-en-te	(5, 3)
gjen-gjel-de	(3, 3)
halv-å-rig	(7, 2)
inn-plan-te	(5, 3)
in-ter-es-sant	(3, 8, 3)
kjens-gjer-ning	(3, 3)
ned-sla-ge-ne	(5, 2, 2)
om-ar-bei-de	(5, 3, 2)
over-ens-komst	(5, 3)
pa-ra-graf	(2, 8)
pa-tri-ot	(8, 4)
pa-tri-o-ti-ske	(8, 4, 2, 2)
post-skrip-tum	(8, 3)
på-dra	(5, 2)
på-gjel-den-de	(5, 3, 3)
re-gje-ring	(2, 2)
re-pre-sen-ta-sjon	(8, 2, 3, 2)
re-pu-blikk	(2, 8)
re-pu-bli-kan-ske	(2, 8, 2, 3)
sam-men-brin-ge	(3, 7, 3)
selv-an-kla-ge	(7, 5, 2)
ska-des-er-stat-ning	(2, 7, 5, 3)
stats-for-fat-ning	(7, 5, 3)
sy-ste-ma-tisk	(2, 2, 2)
tids-reg-ning	(7, 3)
til-gren-sen-de	(5, 3, 3)
tre-å-rig	(7, 2)
ty-de-lig	(2, 2)
un-der-of-fi-ser	(3, 5, 3, 2)
un-der-skri-ve	(3, 5, 2)
unn-dra	(5, 2)
unn-skyld-ning	(5, 3)
uor-dent-lig	(3, 3)
urett-mes-sig	(7, 3)
ut-ar-bei-de	(5, 3, 2)
ute-stå-en-de	(5, 4, 3)
uvil-kår-lig	(3, 3)
vå-pen-ø-vel-se	(2, 7, 2, 3)
yt-rings-fri-het	(3, 7, 6)
æt-ling-arv	(3, 7)
øn-ske-lig	(3, 2)

Stress and diacritics

Most words are stressed on the first syllable, except when they begin with a prefix such as *be-, er-, for-, ge-,* in which case the syllable following the prefix is stressed. Words borrowed from French are usually stressed on the last or next to last syllable. In compound words, the first component receives the primary stress, the second receives secondary stress.

In stressed syllables, vowels are long before one consonant or none, but short before two consonants or more. However, the letter *m* is never doubled at the end of a word, even though it nearly always follows a short vowel. Some words which usually occur unstressed in the sentence are written with only one consonant following the short vowel. The addition of an ending beginning with a consonant usually, but not always, makes the vowel short. Under such conditions, a long vowel may stand before two or more consonants.

Norwegian words of one syllable when pronounced in isolation or in accented positions in a sentence, and is one of the syllables of longer words, are spoken with a stress or loudness accompanied by pitch. The pitch is raised in monosyllables and in many longer words. Other words of more than one syllable have a pitch on the accented syllable that falls and then rises again on the next syllable. It is not possible to tell from the spelling which pitch-stress combination is to be used.

Consonants when written double are always pronounced long; compare with the long *d* in English midday.

With the exception of *å* (sometimes replaced by *aa*), *ä* (variant for *æ*), *ö* (variant for *ø*), diacritics are used only in foreign loanwords and in certain proper names.

Capitalization

Capitalization is now as in English, except that the polite personal pronouns *De*, *Dem*, and *Deres* are capitalized, but proper adjectives and the names of the months and the days of the week are lowercased. A capital is not required to begin a new line of poetry, and only the first word of titles is capitalized.

Previously, Norwegian followed the German custom of capitalizing all words that functioned as nouns.

Punctuation

Punctuation is very much like that of English. Norwegian used to punctuate like German, with commas before every clause, but the tendency is away from that now. A comma is not used before the word *og* in an enumeration (A, B, C og D), but is often used where English would have a semicolon or a period. Sometimes commas are used instead of periods for decimals: 10,6. Commas are not used between thousands: 1 000 000.

Abbreviations

adr.	adresse, address
ang.	angående, concerning, re
A/S	Aksjeselskap, joint-stock company
avd.	avdøde, deceased
bl.a.	blant annet, among others
d.å.	dette år, this year
d.e.	det er, this is, i.e.
d.v.s.	det vil si, that is
e.K.	etter Kristi, after Christ, A.D.
el.	eller, or
f.	født, born, née; for, for; før, before
f.eks.	for eksempel, for example, e.g.
f.K.	før Kristus, before Christ
f.o m.	fra og med, from and with (including)
Frk.	Frøken, Miss
Hds. Maj.	Hennes Majestet, Her Majesty
H.K.H.	Hans Kongelige Højhed, His Royal Highness
H.M.	Hans Majestet, His Majesty
Hr.	Herr, Mr., Sir
ifl.	ifølge, according to
kap.	kapitel, chapter
m.a.o.	med andre ord, in other words
m.fl.	med flere, et al.
m.h.t.	med hensyn til, as regards to
m.m.	med mere, etc.
nl.	nemlig, namely
o.a.	og annet, and others
o.fl.	og flere, etc.
o.s.v. (osv)	og så videre, and so forth
p.ct. (pct)	prosent, percent
s.	side, page; søndre, south
u.	under, under
yr.	den yngre, junior
ø.	øre, half farthing

Cardinal numbers

en, et(t) *ein, ei	one	atten	eighteen
to eit(t)	two	nitten	nineteen
tre, tri	three	tjue (tyve)	twenty
fire	four	tjueen (en og tyve, etc.)	twenty-one, etc.
fem	five		
seks	six	tretti (tredve)	thirty
sju (syv)	seven	førti	forty
otte	eight	femti	fifty
ni	nine	seksti	sixty
ti	ten	sytti	seventy
elleve	eleven	åtti	eighty
tolv	twelve	nitti	ninety
tretten	thirteen	hundrede	hundred
fjorten	fourteen	hundrede og en, etc.	one hundred and one, etc.
femten	fifteen		
seksten	sixteen	to hundrede, etc.	two hundred, etc.
sytten	seventeen	tusen	thousand

Ordinal numbers

første	first	ellevte	eleventh
annen (annet)	second	tolvte	twelfth
tredje	third	trettende, etc.	thirteenth, etc.
fjerde	fourth	tjuende (tyvende)	twentieth
femte	fifth	tjueførste (enogtyvende)	twenty-first, etc.
sjette	sixth		
sjuende (syvende)	seventh	trettiende (tredevte)	thirtieth
åttende	eighth	førtiende, etc.	fortieth, etc.
niende	ninth	hundrede	hundredth
tiende	tenth	hundrede og første	one hundred and first

Months

januar (jan.)	January	juli	July
februar (feb.)	February	august (aug.)	August
mars	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
mai	May	november (nov.)	November
juni	June	desember (des.)	December

Days

søndag, *sundag	Sunday	torsdag	Thursday
mandag, *måndag	Monday	fredag	Friday
tirsdag, *tysdag	Tuesday	lørdag, *laurdag	Saturday
onsdag	Wednesday		

Seasons

vår	spring	høst, *haust	autumn
sommer	summer	vinter	winter

Time

time	hour	måned, månad	month
dag	day	år	year
uke	week		

References.—P. Groth, A Norwegian Grammar (1924); Jakob Sverdrup og Marius Sandvei, Norsk Rettskrivningsordbook (1940); J. Brynildsen, Norsk-Engelsk Ordbook (1927); Einar Haugen, Beginning Norwegian (1937); H. Scavenius. Norsk-English Ordbok (1943); Einar Haugen, Spoken Norwegian (1944); Einar Haugen, Norwegian English Dictionary (1965); Finn-Erik Vinje, Norsk språk (1972).

Notes.—Words appearing in parentheses represent unofficial forms which are still widely used. Words preceded by asterisks are nynorsk forms.

POLISH

Życie i dzieje tych odłamów narodu polskiego, które już od paru pokoleń przeniosły się na daleki kontynent zachodni i tam, w ramach państwowych Stanów Zjednoczonych Ameryki Północnej, kształtują swój los, są nam bardzo mało znane.—W. Doroszewski, Język polski w Stanach Zjednoczonych A. P., Warsaw, 1938, p. 1.

Alphabet and pronunciation

A	a	*a* in father
Ą	ą	like in French *bon*
B	b	*b*
C	c	*ts* in hats
Ch	ch	like Scottish *loch,* strong *h*
Cz	cz	*ch* in chin
Ć	ć	between *ts* and *ch* in chin
D	d	*d*
Dz	dz	*dz* in adz
Dź	dź	between *dz* and *j* in judge
Dż	dż	*j* in judge
E	e	*e* in set
Ę	ę	somewhat like *an* in man, or like French *in*
F	f	*f*
G	g	*g* in go
H	h	like *h* in hook
I	i	*i* as in machine
J	j	*y* in yard, boy
K	k	*k*
L	l	*l* in million
Ł	ł	*l* in bell
M	m	*m*
N	n	*n*
Ń	ń	*ny* in canyon
O	o	*o* in port

Ó	ó	like Polish *u*
P	p	*p*
Q	q	used only in quoting foreign words
R	r	*r* trilled *r*
Rz	rz	*z* in azure
S	s	*s* in so
Sz	sz	*sh* in shoe
Szcz	szcz	*sh* plus *ch*, somewhat like *sti* in question
Ś	ś	between *s* and *sh*
Ść	ść	*ś* plus *ć*
T	t	*t*
U	u	*u* in rule
V	v	used only in quoting foreign words
W	w	*v*
X	x	is rendered *Ks;* is used in foreign words and names; examples: Aquae Sextiae, Huxley, and in some Old Polish names and words; examples: Jaxa, Księstwo.
Y	y	*y* in rhythm
Z	z	*z* in zone
Ź	ź	between *z* in zone and *s* in pleasure
Ż	ż	*s* in pleasure

Special characters

Polish uses the Latin alphabet with the addition of the following special characters: *Ą ą*, *Ć ć*, *Ę ę*, *Ł ł*, *Ń ń*, *Ó ó*, *Ś ś*, *Ź ź*, and *Ż ż*. Note also the following somewhat similar characters frequently confused: *Ź Ż*, *ź ż*, and *ł t*.

Vowels and consonants

The vowel letters are *a*, *ą*, *e*, *ę*, *i*, *o*, *ó*, *u*, and *y*. The remaining letters of the alphabet are consonant letters.

Diphthongs

The sequences of *i* or *j* followed by one of the vowel letters may be called diphthongs, as are the sequences of a vowel followed by *j*: *ia, ja, ią, ją, ie, je, ię, ję, ji, io, jo, ió, jó, iu, ju, aj, ej, ij, oj, ój, uj*. The sequences beginning with *i* are not found initially or after a vowel.

Digraphs

The digraphs are: *ch, cz, dz, dź, dż, rz, sz, szcz* and *ść*. Their sounds are shown in the alphabet table.

Consonantal units

The following groups of consonants are for purposes of syllabification treated as units:

bl, bł, br, brz
chl, chł, chr, chrz, chw
dl, dl, dr, drz, dw
fl, fr
gl, gl, gr, grz, gw
kl, kł, kr, krz, kw
pl, pł, pr, prz
śc, sk, skr, skrz, śm, sp, spr, sprz, st, str, strz, stw
tl, tl tr, trz, tw
wl, wl, wr, wrz

Rules for syllabification[1]

1. Diphthongs, digraphs, consonantal units, and one-syllable words may not be divided.

2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *uli-ca, mię-so, ko-chać, je-szcze, do-bry, do-brze, bli-sko, ko-me-dia, wę-grzyn*.

3. In a group of two or more consonants the division is made before the last consonant, digraph, or consonantal unit: *leś-ny, lek-ko, lep-szy, pań-stwo, maj-ster, pierw-szy*.

4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: *po-ić, po-ema, oce-an, ma-jor*.

5. Certain adverbial prefixes are kept intact. These are: *bez, do, na, nad(e), naj, ni, nie, o, ob(e), od(e), po, pod(e), poza, prze, przed(e), przy, roz(e), spol, u, wy, za,* and *ze*: *bez-interesowny, do-słać, na-słać, nad-inspektor, nade-slac, ni-gdzie, nie-krwawy*, etc.

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *kraj-obraz, krótko-trwały*.

7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *golf-sztrom, foks-trot, kop-sztyk, super-arbiter*. This rule applies also to technical and scientific terms, which editors prefer to divide etymologically: *san-gwinik, dia-gnostyka, strato-sfera, hiper-mnezja*.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ame-ry-kań-ski	(2, 2, 3)	ge-o-me-tria	(4, 2, 2)
an-ty-kwa-riusz	(3, 7, 2)	Hisz-pa-nia	(3, 2)
atlan-tyc-ki	(3, 3)	ide-o-lo-gia	(4, 2, 2)
au-tor-stwo	(2, 3)	in-kwi-zy-cja	(7, 2, 2)
bez-in-te-re-sow-ny	(5, 3, 2, 2, 3)	in-stru-ment	(3, 2)
bez-względ-ny	(5, 3)	jak gdy-by	(6, 2)
bi-blij-ny	(2, 3)	kom-pa-nion	(3. 2)
człeko-kształt-ny	(6, 3)	ludo-znaw-stwo	(6, 3)
di-e-lek-trycz-ny	(7, 2, 3, 3)	ła-go-dzić	(2, 2)
dia-gno-sty-ka	(7, 2, 2)	mek-sy-kań-ski	(3, 2, 3)
do-słow-ny	(5, 3)	mi-mo-środ-ko-wy	(2, 6, 3, 2)
do-zna-wać	(5, 2)	na-de-rwać	(2, 5)
dwu-znacz-ność	(6, 3)	nad-gni-ły	(5, 2)
elo-kwen-cja	(7, 3)	na-gmin-ny	(5, 3)
en-cy-klo-pe-dia	(3, 2, 2, 2)	naj-mniej-szy	(5, 3)
eu-ro-pej-ski	(2, 2, 3)	nie-słusz-ny	(5, 3)
fe-u-da-lizm	(4, 2, 2)	obe-gna-li-śmy	(5, 2, 2)
foto-gra-wiu-ra	(2, 2, 2, 2)	ob-ra-do-wać	(5, 2, 2)
fre-kwen-cja	(7, 3)	ob-słu-ga	(5, 2)

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[1] Syllabification usage varies considerably among Polish printers, especially as regards the division of consonantal groups. Editors usually permit printers to divide such groups optionally, provided the division does not override phonetics and etymology. The rules given here, being designed for consultants who might not be fully familiar with Polish, are somewhat restrictive, but they insure invariably correct and consistent word division.

Illustrative word divisions—Continued

ode-rwa-nie	(5, 2)	rzecz-po-spo-li-ta	(6, 2, 2, 2)
od-wzo-ro-wa-nie	(5, 2, 2, 2)	samo-wznie-ca-nie	(2, 6, 2, 2)
od-zna-cze-nie	(5, 2, 2)	samo-zwa-niec	(2, 6, 2)
po-de-słać	(2, 5)	san-gwi-nicz-ny	(7, 2, 3)
pod-in-spek-tor	(5, 3, 3)	spół-ob-wi-nio-ny	(5, 5, 2, 2)
po-gnie-wać	(5, 2)	stro-i-ciel	(4, 2)
poza-służ-bo-wy	(2, 5, 3, 2)	super-ar-bi-ter	(2, 7, 3, 2)
przede-wszyst-kiem	(5, 3)	śmier-tel-nie	(3, 3)
przed-szkol-ny	(5, 3)	War-sza-wa	(3, 2)
prze-wra-cać	(5, 2)	wy-sło-wie-nie	(5, 2, 2)
przy-gnę-biać	(5, 2)	wy-słu-chać	(5, 2)
prze-zna-cze-nie	(5, 2, 2)	za-słab-nię-cie	(5, 3, 2)
pu-blicz-ność	(2, 3)	ze-wnętrz-ność	(5, 3)
re-pu-bli-ka	(2, 2, 2)	zjed-no-czo-ne	(3, 2, 2)
ro-ze-gnać	(2, 5)	zwie-rze-nie	(2, 2)
roz-mna-żać	(5, 2)	żyw-no-ścio-wy	(3, 2, 2)

Stress and diacritics

Stress is usually on the penultimate (next to the last) syllable: *MAT-ka*, *głę-BO-ki*, *spo-wo-DO-wać*. In verbs of the first and second person plural past tense and in words of Latin and Greek origin the stress is on the antepenultimate (second from the last) syllable: *BY-li-śmy* (we were), *BY-li-ście* (you were), *a-ryt-ME-ty-ka*, *MU-zy-ka*, *re-TO-ry-ka*.

The diacritical marks used are the inverted cedilla (˛), to indicate the nasal sounds *ą* and *ę*; the acute (′), to indicate the palatalization of a consonant; the stroke (⁄), to indicate the hard *ł*; and the superior dot (˙), to indicate the post-palatal *ż*.

Capitalization

Capitalization is practically the same as in English, except that proper adjectives are lowercased and names of days and months are lowercased. Initial caps are used in titles of periodicals.

Punctuation

Punctuation is practically the same as in English, except that the comma is used to mark off restrictive as well as nonrestrictive clauses.

Alphabetization

The letters *ą*, *ć*, *ę*, *ł*, *ó*, *ś*, *ź*, and *ż* are regarded as separate characters and are so alphabetized. The complete alphabetic order is: *a*, *ą*, *b*, *c*, *ć*, *d*, *e*, *ę*, *f*, *g*, *h*, *i*, *j*, *k*, *l*, *ł*, *m*, *n*, *ń*, *o*, *ó*, *p*, *r*, *s*, *ś*, *t*, *u*, *w*, *y*, *z*, *ź*, *ż*.

Abbreviations

a.	albo, or, or else	r.b.	roku bieżącego, current year
im.	imienia, named for	s-ka	spółka, company, association
i t. d.	i tak dalej, et cetera	str.	stronica, page
itp.	i tym podobne, and the like	sz.	szanowny, honorable
jw.	jak wyżej, as above	ś. p.	świętej pamięci, deceased
N. or Nr	numer, number	św.	święty, Saint
np.	na przykład, for instance	t.j.	to jest, that is
p.	pan, pani, Mr., Mrs.	tzn.	to znaczy, that is
por.	porównaj, compare with, cf.	tzw.	tak zwany, so-called
r.	rok, year	w.	wiek, century

Cardinal numbers

jeden, jedna, jedno	one	dwanaście	twelve
dwa, dwaj, dwie, dwoje	two	trzynaście	thirteen
trzy, trzej, troje	three	czternaście	fourteen
cztery, czterej, czworo	four	piętnaście	fifteen
pięć	five	szesnaście	sixteen
sześć	six	siedemnaście	seventeen
siedem	seven	osiemnaście	eighteen
osiem	eight	dziewiętnaście	nineteen
dziewięć	nine	dwadzieścia	twenty
dziesięć	ten	dwadzieścia jeden, etc.	twenty-one, etc.
jedenaście	eleven		

Cardinal numbers—Continued

trzydzieści	thirty	pięćset	five hundred
czterdzieści	forty	sześćset	six hundred
pięćdziesiąt	fifty	siedemset	seven hundred
sześćdziesiąt	sixty	osiemset	eight hundred
siedemdziesiąt	seventy	dziewięćset	nine hundred
osiemdziesiąt	eighty	tysiąc	thousand
dziewięćdziesiąt	ninety	dwa tysiące	two thousand
sto	hundred	trzy tysiące, etc.	three thousand, etc.
sto jeden, etc.	one hundred and one, etc.		
dwieście	two hundred	pięć tysięcy, etc.	five thousand, etc.
trzysta	three hundred	sto tysięcy	hundred thousand
czterysta	four hundred	milion	million

Ordinal numbers

pierwszy, -sza, -sze	first	trzydziesty	thirtieth
drugi, -ga, -gie	second	czterdziesty	fortieth
trzeci	third	pięćdziesiąty	fiftieth
czwarty	fourth	sześćdziesiąty	sixtieth
piąty	fifth	siedemdziesiąty	seventieth
szósty	sixth	osiemdziesiąty	eightieth
siódmy	seventh	dziewięćdziesiąty	ninetieth
ósmy	eighth	setny	hundredth
dziewiąty	ninth	sto pierwszy, etc.	one hundred and first, etc.
dziesiąty	tenth		
jedenasty	eleventh	dwusetny	two hundredth
dwunasty	twelfth	trzechsetny or dwóchsetny	three hundredth
trzynasty	thirteenth		
czternasty	fourteenth	czterechsetny	four hundredth
piętnasty	fifteenth	pięćsetny	five hundredth
szesnasty	sixteenth	sześćsetny	six hundredth
siedemnasty	seventeenth	siedemsetny	seven hundredth
osiemnasty	eighteenth	osiemsetny	eight hundredth
dziewiętnasty	nineteenth	dziewięćsetny	nine hundredth
dwudziesty	twentieth	tysiączny	one thousandth
dwudziesty pierwszy, etc.	twenty-first, etc.	dwutysięczny	two thousandth
		milionowy	millionth

Months

styczeń (stycz.)	January	lipiec (lip.)	July
luty	February	sierpień (sierp.)	August
marzec (mar.)	March	wrzesień (wrzes.)	September
kwiecień (kwiec.)	April	październik (paźdz.)	October
maj	May	listopad (listop.)	November
czerwiec (czerw.)	June	grudzień (grudz.)	December

Days

niedziela	Sunday	czwartek	Thursday
poniedziałek	Monday	piątek	Friday
wtorek	Tuesday	sobota	Saturday
środa	Wednesday		

Seasons

wiosna	spring	jesień	autumn
lato	summer	zima	winter

Time

godzina	hour	miesiąc	month
dzień	day	rok	year
tydzień	week	wiek	century

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PORTUGUESE

Concluindo êste ponto: há o fato da língua brasileira, que percebemos nos atritos com as diferenças, especialmente as diferenças portuguêsas, que estão mais próximas de nós. Fora dêsses atritos, nós não nos damos conta dela: vivêmo-la. E há o conflito entre ela e a formação líterogramatical que recebemos na escola e no livro de erudição. É o chamado problema da língua brasileira, em que a consciência da nacionalidade, o patriotismo político e o espírito objetivo das ciências positivas se debatem contra a rotina, a filologia, a gramática, e o diletantismo tais como se radicaram em algumas cidades brasileiras.—Herbert Parentes Fortes, A Questão da Língua Brasileira (1962?), p. 10.

Alphabet and pronunciation [1]

A	a	stressed: *a* in m*a*ma; unstressed: *a* in sofa
B	b	*b*
C	c	*s* in so; before *e* or *i;* elsewhere like *k*
D	d	*d*
E	e	stressed: like *e* in Hey! (close, written *ê*), or *e* in get (open, written *é*); unstressed: *ee* in see
F	f	*f*
G	g	*su* in measure, before *e* or *i;* elsewhere like *g* in go
H	h	silent
I	i	*e*
J	j	*su* sound in measure
K	k	*k;* used only in foreign words
L	l	*l* in lay everywhere, except in final position, like *ll* in hill
M	m	*m* before vowel; after vowel, nasalizes vowel and is itself weakened in closure; final unstressed *am* like Portuguese, *ão*
N	n	*n* initially and intervocalically; before consonants, drops nasalizing preceding vowel
O	o	stressed: somewhat like *o* in sow (close, sometimes written *ô*), or like *aw* in saw (open, sometimes written *ó*); unstressed: *o* in obey, or *ou* in bayou when final
P	p	*p*
Q	q	always followed by *u* (see Digraphs)
R	r	*r* initially, and *rr* medially, like Parisian *r*; single *r* (between vowels or before and after consonants), like the sound of *tt* in butter (colloquial American English pronunciation)

[Concluded on following page]

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[1] The pronunciation shown is that of Brazilian Portuguese; in Portugal unstressed vowels are more slurred, and certain consonants have slightly different sounds.

S	s	*s* initially or before and after consonants; between vowels or when the next letter of the following word is a vowel, *z*
T	t	*t*
U	u	*u* in Ruth
V	v	*v*
W	w	*w* or *v*, only in foreign words
X	x	*sh* in shoe initially, and often elsewhere; otherwise as *x* in box (=*ks*), or as *s* or *z*
Y	y	*y;* used only in archaic Portuguese
Z	z	*z* in gaze; final often like *z* in azure

Special characters

Portuguese uses the Latin alphabet, with the addition of the following special characters: the acute (´), the circumflex (^), the grave (`), and the dieresis (¨).

The Portuguese system of writing vowels makes use of diacritical marks to indicate all of the vowel distinctions operant in the Portuguese language. Thus, *i, é, ê, a, ó, ô,* and *u* for the nonnasalized vowels; *ĩ, ẽ, ã, õ,* and *ũ* for the nasalized vowels. The dieresis is used over the letter *u* to indicate that the *ü* has the value of *w*, as in wet. The cedilla is used with the letter *ç* to indicate the value of *s* before *a, o,* and *u.*

Vowels and consonants

The vowels are *a, e*, i, o**, and *u*, all of which have nasalized variants. The letter *y*, which occurs only in foreign words, is treated as a vowel before a consonant, otherwise as a consonant. The other letters of the alphabet are all consonants.

Diphthongs and triphthongs

A diphthong is a combination of two vowels. This is pronounced as one syllable, the first vowel receiving the predominant sound: p*ai* (pronounced p*Ai*). If the second vowel, however, carries an accent mark, the two vowels do not constitute a diphthong and are pronounced separately: p*aí*s (pronounced p*a-I*s).

A diphthong may also be a combination of two weak vowels. In such case the first vowel receives the predominant sound and the second one is slurred over: fl*ui*do (pronounced fl*Ui*do), part*iu* (pronounced part*Iu*). If the second vowel, however, carries the acute mark, the two vowels do not constitute a diphthong: r*uí*do (pronounced r*u-I*do), m*iú*do (pronounced m*i-U*do).

In diphthongs in which the first element is stressed, the final *i* and *e* have the value of *y* in boy; the final *o* and *u* have the value of *w* in cow. In diphthongs where the second element is stressed, the initial *i* and *u* have the value of *ee* in fee, and *u* in Ruth; other vowels retain their normal values.

A triphthong is a combination of three vowels, the middle one of which is stressed, the others weak, and is pronounced as a single syllable, the stressed vowel receiving the predominant sound: ig*uai*s (pronounced ig*uAi*s). If one of the weak vowels, however, carries an accent mark, the vowels do not constitute a triphthong: part*íei*s (pronounced part*I-ei*s).

Digraphs

The digraphs and their sounds are:

ch as *sh* in ship; in archaic forms, like *k* in kite (archaic refers to works written before the orthographic reforms of 1942)

gu as *g* in go, only before *e, i; gü* before *e, i* to indicate the sound of *gw*

lh as *li* in million

nh as *ny* in canyon

ph as *f* (in the older orthography only)

qu as *k* before *e, i;* before *a* and sometimes before *o* as *qu* in quality (=*kw*); *qü* is used before *e, i* to indicate the sound of *kw*

th as *t* (in the older orthography only)

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*Open and close forms.

Consonantal units

For the purpose of syllabification, the following are consonantal units:

bl, br	*dl, dr*	*gl, gr*	*tl, tr*
chl, chr, cl, cr	*fl, fr*	*pl, pr*	*vl, vr*

Rules for syllabification

1. Diphthongs, triphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ba-lão, ba-nhar, ma-dre, flui-do.*
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *par-te, guer-ra, sump-to, per-cha, sem-pre.*
4. Division between vowels is avoided. In narrow measure, however, division is admissible between two strong vowels. Hence, in the interest of good spacing, the following vowels may be divided: *aa, ae, ao; ea, ee, eo; oa, oe, oo* (but not the nasal vowels *ãe, ão,* and *õe,* etc.): *do-ente, le-oa, po-ema.*
5. According to the new orthography, only the prefix *ex* is kept intact, but division may be made on the other prefixes if such division conforms to rules 2 to 4: *con-sócio* (rule 3), *in-justo* (rule 3), *pro-mover* (rule 2), *re-organizar* (rule 4); but *cons-tar* (rule 3), *ins-pirar* (rule 3), *pros-crever* (rule 3), *reũ-nião* (rule 2).
6. Compound words (hyphened) are divided preferably on the hyphen (and each part, according to rules 1 to 5): *além-atlântico, sub-rogar.*
7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Wash-ington, co-gnac, cre-scendo, Reichs-amt.* Technical and scientific terms are regarded as naturalized words and are divided according to rules 1 to 6.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

aban-do-nar	(3, 2)	maio-ri-da-de	(2, 2, 2)
abas-te-cer	(3, 2)	má-xi-mo	(2, 2)
aba-ti-men-to	(2, 2, 3)	mi-san-tró-pi-co	(2, 3, 2, 2)
ab-so-lu-to	(3, 2, 2)	mis-ce-lâ-nea	(3, 2, 2)
abs-tra-to	(3, 2)	ne-ces-si-da-de	(2, 3, 2, 2)
an-ti-a-é-reo	(3, 3, 4, 2)	ne-cro-ló-gi-co	(2, 2, 2, 2)
bem-es-tar	(6, 3)	neu-tra-li-zar	(2, 2, 2)
bi-blio-te-ca	(2, 2, 2)	no-ro-es-te	(2, 4, 3)
bi-ci-cle-ta	(2, 2, 2)	no-va-ior-ki-no	(2, 6, 3, 2)
Bra-si-lei-ro	(2, 2, 2)	nú-me-ro	(2, 2)
com-pre-en-de	(3, 4, 3)	ob-je-to	(3, 2)
con-so-an-te	(3, 4, 3)	obli-quân-gu-lo	(2, 3, 2)
co-ra-ções	(2, 2)	obs-cu-ran-te	(3, 2, 3)
dei-xan-do	(2, 3)	obs-tru-ção	(3, 2)
de-se-qui-lí-brio	(2, 2, 2, 2)	oce-â-ni-co	(4, 2, 2)
elip-sói-de	(3, 2)	oxi-gê-nio	(2, 2)
em-bai-xa-dor	(3, 2, 2)	pa-le-ó-gra-fo	(2, 4, 2, 2)
es-ta-du-ni-den-se	(3, 2, 2, 2, 3)	pa-lha-bo-te	(2, 2, 2)
ex-er-ci-do	(5, 3, 2)	Pa-na-me-ri-ca-no	(2, 2, 2, 2, 2)
fer-rô-lho	(3, 2)	pa-râ-me-tro	(2, 2, 2)
go-niô-me-tro	(2, 2, 2)	pa-trió-ti-co	(2, 2, 2)
he-mis-fé-rio	(2, 3, 2)	pe-ga-nhen-to	(2, 2, 3)
hi-gros-có-pio	(2, 3, 2)	pei-xei-ra	(2, 2)
inad-mis-sí-vel	(3, 3, 2)	por-tu-guê-sa	(3, 2, 2)
in-com-pre-en-sí-vel	(3, 3, 4, 3, 2)	pro-ble-ma	(2, 2)
ine-ren-tes	(2, 3)	pù-bli-ca-men-te	(2, 2, 2, 3)
in-ex-is-ten-te	(5, 5, 3, 3)	re-pre-sen-tan-tes	(2, 2, 3, 3)
ins-ta-la-ções	(3, 2, 2)	re-pú-bli-ca	(2, 2, 2)
in-te-res-sa-dos	(3, 2, 3, 2)	se-mi-o-fi-cial	(2, 2, 2, 2)
inu-ti-li-zar	(2, 2, 2)	se-nho-res	(2, 2)
ju-rí-di-co	(2, 2, 2)	su-bal-ter-nos	(2, 3, 3)
lin-güís-ti-co	(3, 3, 2)	subs-cre-ver	(3, 2)
lu-xu-rian-te	(2, 2, 3)	trans-pi-rar	(3, 2)

Stress and diacritics

Stress in Portuguese words normally falls on the next-to-last syllable: *filosofIa, punIa, punIam, louvarIas, continUo, continUe;* otherwise on the last syllable: *continUa.* Words ending in *l, r,* and diphthongs followed or not by *s*: *canAl entendEr, varÃo, varÕes, sarAu, arrAis.*

Words contrary to the above rule have their stress marked either with an acute or a circumflex: The use of the acute indicates that the stressed vowel is open; the circumflex indicates that the stressed vowel is closed. Besides indicating that the vowel receives prominent sound, therefore, stress can also mark the opening or closing of a vowel; in either of these cases, the meaning of a word can change radically: e.g., *trôco* (small change), *troco* (I change); *sábia* (wise woman), *sabia* (he/she knew), *sabiá* (Brazilian bird), etc.[2]

Accent marks are used as mere diacritics for other purposes, as follows:

(*a*) The acute mark is used over the *e* or *o* in the stressed diphthongs *ei, eu, oi,* to indicate that the *e* or *o* is open; otherwise, the *e* or *o* is closed: *réis*, plural of *real* (but *reis*, plural of *rei*), *batéis*, plural of *batel* (but *bateis*, second person plural of *bater*), *sóis*, plural of *sol* or second person singular of *soer* (but *sois*, second person plural of *ser*); also *véu*(*s*), *chapéu*(*s*), *herói*(*s*), *jóia, gibóia*, etc.

(*b*) The acute is used over the *i* or *u* to indicate that the diphthong does not adhere to the normal penultimate (next-to-last) stress and that the prominent sound should be shifted to the marked vowel: *puniríamos, país, saída, saúde, baú*, etc.

(*c*) The circumflex is used over stressed *e* or *o* to close the vowel and to indicate that there are other words spelled like them with the stressed *e* or *o* open: *rêgo* (furrow), *rego* (first person singular of *regar*); *rôgo* (request), *rogo* (first person singular of *rogar*); *dêmos* (present subjunctive of *dar*), *demos* (present indicative of *dar*), *côrte* (court), *corte* (cut, edge), etc.

(*d*) The acute and circumflex are used as in (*c*) on monosyllables ending in *a, as, e, es, o, os: pá*(*s*), *sé*(*s*), *vê*(*s*), *mês*, *pó*(*s*), *pôs* (from *pôr*), etc.

(*e*) The acute and circumflex are used on certain words carrying sentence emphasis to distinguish them from words spelled like them but not receiving sentence emphasis: *quê* (interrogative), *que* (relative); *porquê* (interrogative), *porque* (conjunction); *pôr* (verb), *por* (preposition); *pára* (verb), *para* (preposition); *péla* (noun), *pela* (preposition), etc.

(*f*) The grave and circumflex are used to indicate primary stress in adverbs ending in *mente: ràpidamente, sòmente, cortêsmente* (from *rápido, só, cortês*).

(*g*) The dieresis (¨) is used over the *u* in *gu, qu* before *e* or *i* to indicate that the *u* is to be pronounced but not stressed. In other cases the *u* in *gu* and *qu* before *e* or *i* is silent: *conseqüência*, but *arguir, arguí* (first person preterite), and *argui* (third person present).

(*h*) The grave is used as a marker of contractions (the preposition *a* + a following pronoun or article): *à* (to the), *a* (the); *aquêle* (that one), *àquele* (to that one), etc.

(*i*) The tilde (˜) is used to indicate a nasal vowel. It is also used at times to indicate a contraction: *Roiz̃* (=*Rodriguez*), *q̃* (=*que*), *sñça* (=*sentença*).

Capitalization

Capital letters are used as in English with the exception that names of months, days of the week, and proper adjectives are lowercased.

Punctuation and hyphenation

Punctuation marks are used as in English.

The apostrophe as a sign of contraction between prepositions and pronouns has practically disappeared: *neste* (instead of, formerly, *n'este, 'neste,* or *n-este*), in this; *dêsse* (instead of *d'êsse*), of that; *daquém* (instead of *d'aquém*), on this side; *dêle* (instead of *d'êle*), of him, his; etc. The apostrophe is still retained, however, in proper nouns and a few compounds: *Sant' Ana, Nun' Alvares.* (Note also compounds in paragraph following.)

The hyphen is employed, aside from its use in syllabification, to indicate compounds whose elements retain their phonetic independence: *mãe-d'água*, reservoir; *mão-d'obra*, workmanship; *contra-almirante*, rear admiral; *pára-raios*, lightning conductor. It is also used to set off suffixed and infixed pronouns in verb forms: *dê-me*, give me; *dizem-no-lo*, they say it to us; *fa-lo-ia*, I would do it; also after the monosyllabic forms of *haver* when followed by *de* and an infinitive: *hei-de ler*, I must read, but *havíamos de ler*, we had to read.

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[2] On the whole, the rules here recommended follow those now valid in Brazil.

Abbreviations

cm	centímetro, centimeter
D.	Dom, Sir; Dona, Lady
Dr.	doutor, doctor
Dra.	doutora, doctress
EE. UU. da A., E. U. A.	Estados Unidos da América, United States of America
Exmo.	Excel(l)entíssimo, Excellency
hect.	hectare, hectare
Il(l)mo.	Il(l)ustríssimo, Illustrious
l.	litro, liter
m.	metro, meter
p.	página, page
pp.	páginas, pages
S. Excia.	Sua Excel(l)ência, His Excellency
S.	São (contraction of santo), Saint
Snr., Sr.	senhor, Mr.; also Lord
Snra., Sra.	senhora, Mrs.
Snrta., Srta.	senhorita, Miss
Sta.	Santa, Saint
V. E., V. Exa.	Vossa Excel(l)ência, Your Excellency
Vmcê., V. M.	Vossa Mercê, Your Grace

Cardinal numbers

um, uma	one
dois, duas	two
três	three
quatro	four
cinco	five
seis	six
sete	seven
oito	eight
nove	nine
dez	ten
onze	eleven
doze	twelve
treze	thirteen
catorze	fourteen
quinze	fifteen
dezasseis, dezaseis	sixteen
dezassete, dezasete	seventeen
dezoito	eighteen
dezanove	nineteen
vinte	twenty
vinte e um, etc.	twenty-one, etc.
trinta	thirty
quarenta	forty
cincoenta, cinqüenta	fifty
sessenta	sixty
setenta	seventy
oitenta	eighty
noventa	ninety
cem, cento	hundred
cento e um(a), etc.	one hundred and one, etc.
duzentos, -as	two hundred
trezentos, -as, etc.	three hundred, etc.
mil	thousand
mil e um(a), etc.	one thousand and one, etc.
dois mil, etc.	two thousand, etc.
um milhão	million

Round millions used adjectively are followed by *de: Um milhão de contos*, or *1,000,000 de contos.*

Ordinal numbers

primeiro	first
segundo	second
terceiro	third
quarto	fourth
quinto	fifth
sexto	sixth
sétimo	seventh
oitavo	eighth
nono	ninth
décimo	tenth
undécimo décimo primeiro	eleventh
duodécimo, décimo segundo	twelfth
décimo terceiro, etc.	thirteenth, etc.
vigésimo	twentieth
vigésimo primeiro, etc.	twenty-first, etc.
trigésimo	thirtieth
quadragésimo, quarentésimo	fortieth
quinquagésimo	fiftieth
sexagésimo	sixtieth
septuagésimo	seventieth
octogésimo	eightieth
nonagésimo	ninetieth
centésimo	hundredth
centésimoprimeiro, etc.	one hundred and first, etc.
ducentésimo	two hundredth
tricentésimo	three hundredth
quadringentésimo	four hundredth
quingentésimo	five hundredth
sexcentésimo	six hundredth
septingentésimo	seven hundredth
octingentésimo	eight hundredth
noningentésimo	nine hundredth
milésimo	thousandth

Months

janeiro (jan.)	January	julho (jul.)	July
fevereiro (fev.)	February	agôsto (agto.)	August
março (mço.)	March	setembro (set.)	September
abril (abr.)	April	outubro (obro.)	October
maio	May	novembro (nov.)	November
junho (jun.)	June	dezembro (dez.)	December

Days

domingo	Sunday	quinta-feira	Thursday
segunda-feira	Monday	sexta-feira	Friday
têrça-feira	Tuesday	sábado	Saturday
quarta-feira	Wednesday		

Seasons

primavera	spring	outono	autumn
verão	summer	inverno	winter

Time

hora	hour	mês (mez)	month
dia	day	ano	year
semana	week		

References.—Aurélio Buarque de Hollanda, Pequeno Dicionário Brasileiro da Língua Portuguêsa (1963); Frederick B. Agard, Hélio Lobo, and Raymond S. Willis, Jr., Brazilian Portuguese (1944); Alvaro Franco, Dicionário Inglês-Português [e] Português-Inglês (1941).

RUSSIAN

Тамань—маленький городок на берегу моря. * * * Во всём городе только один каменный дом, у самого въезда в город. В нём почта и военное начальство.—M. Yu. Lermontov, Taman', D. C. Heath & Co. edition, p. 1.

Alphabet, transliteration,[1] and pronunciation

А	а	a	*a* in far[2]
Б	б	b	*b*
В	в	v	*v*
Г	г	g	*g* in go[3]
Д	д	d	*d*
Е	е	ye, e[4]	*ye* in yell, *e* in fell[5]
Ё	ё	yë, ë[6]	*yo* in yore, *o* in order[7]
Ж	ж	zh	*z* in azure
З	з	z	*z* in zeal
И	и	i	*i* in machine[8]
Й	й	y	*y* in boy
К	к	k	*k*
Л	л	l	*l*
М	м	m	*m*
Н	н	n	*n*
О	о	o	*o* in order[9]
П	п	p	*p*
Р	р	r	*r*
С	с	s	*s* in so
Т	т	t	*t*
У	у	u	*u* like the *oo* in Moon.
Ф	ф	f	*f*
Х	х	kh	*h* in how, but stronger, or *ch* in Scottish loch
Ц	ц	ts	*ts* in hats
Ч	ч	ch	*ch* in church
Ш	ш	sh	*sh* in shoe
Щ	щ	shch	*sh* plus *ch*, somewhat like *sti* in question
Ъ	ъ	"[10]	([11])
Ы	ы	y	*y* in rhythm
Ь	ь	'[12]	([13])
Э	э	e	*e* in elder
Ю	ю	yu	*u* in union
Я	я	ya	*ya* in yard

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[1] U. S. Board on Geographic Names transliteration, 1944. (See p. 526 for Slavic transliteration as a whole.)

[2] When stressed; when unstressed, like *a* in sofa.

[3] Also pronounced as *v* in the genitive ending -го; often used for original *h* in non-Russian words, but is pronounced as *g* by Russians.

[4] *Ye* initially, after vowels, and after ъ, ь.

[5] Pronounced as *i* in habit, or the same sound with preceding *y*, when unstressed.

[6] *Yë* as for *ye*. The sign *ë* is not considered a separate letter of the alphabet, and the ¨ is often omitted. Transliterate as *ë*, *yë* when printed in Russian as *ë*: otherwise use *e*, *ye*.

[7] Only stressed.

[8] Like *i* in habit when unstressed; like *yie* in yield after a vowel and after ь.

[9] Like *o* in abbot when unstressed.

[10] The symbol " (double apostrophe), not a repetition of the line above.

[11] No sound; used only after certain prefixes before the vowel letters е, ё, я, ю. Formerly used also at the end of all words now ending in a consonant letter. See Note on Old Spelling, p. 473.

[12] ' (apostrophe).

[13] Palatalizes a preceding consonant, giving a sound resembling the consonant plus *y*, somewhat as in English meet you, did you.

Special characters

Russian uses the Cyrillic alphabet. Many of the characters are the same as in Latin, with the following special ones: Б б, Г г, Д д, Ж ж, Й й, Л л, П п, Ф ф, Ц ц, Ш ш, Щ щ, Ъ ъ, Ы ы, Э э, Ю ю, and Я я. Note the following somewhat similar characters: З Э, Л П, У Ч, Ш Щ, з э, л п, ш щ. The Ы is a separate character and not a combination of Ь and I.

Transliteration

This is a mechanical process of substituting the transliteration letter or combination of letters for each Russian letter: Москва = *Moskva*, Киев = *Kiyev*, Русский = *Russkiy*, etc.

Vowels and consonants

The vowel letters are а, е, ё, и, о, у, ы, э, ю, and я, represented, respectively, by *a*, *e* or *ye*, *ë* or *yë*, *i*, *o*, *u*, *y*, *e*, *yu*, *ya*. The letters й, ъ, and ь are not called either vowels or consonants. All other letters are consonants.

Diphthongs

The sequences of a vowel followed by й are often called diphthongs. Their sounds are:

ай (*ay*) *ai* in aisle
ей (*ey*, *yey*) *ey* in they, or as *yea* (=yes)
ий (*iy*) like prolonged English *ee*
ой (*oy*) *oy*
уй (*uy*) *uoy* in buoy as pronounced by some (*o͝o* plus *y*)
ый (*yy*) *y* in rhythm plus *y* in yield
эй (*ey*) *ey* in they
юй (*yuy*) *you* plus *y* in yield
яй (*yay*) *ya* in yard plus *y* in yield

Digraphs

The transliterations *ye*, *zh*, *kh*, *ts*, *ch*, *sh*, *shch*, *yu*, *ya* represent single Russian letters and should not be divided in syllabification.

Consonantal units

The following combinations of consonants should be treated, for syllabification purposes, as indivisible units:

бл, бр (*bl*, *br*)
вл, вр (*vl*, *vr*)
гл, гр (*gl*, *gr*)
дв, др (*dv*, *dr*)
жд (*zhd*)
кл, кр (*kl*, *kr*)
мл (*ml*)
пл, пр (*pl*, *pr*)
ск, скв, скр, ст, ств, стр (*sk*, *skv*, *skr*, *st*, *stv*, *str*)
тв, тр (*tv*, *tr*)
фл, фр (*fl*, *fr*)

These simplified rules have been followed for the past 2 years by the Library of Congress Card Division. (Based on practice in Bol’shai͡a sovetskai͡a ent͡siklopedi͡a, v. 36.)

General:

1. A single letter is not separated from the rest of the word.
2. A soft or hard sign is not separated from the preceding consonant.
3. Division is made at the end of the prefix (a fill-vowel is considered part of the prefix): со-глас-но воз-дух по-треб-ле-ние объ-ем пре-до-ста-вить.
4. In compound words, letters are not separated from the component parts of the word, and a fill-vowel goes with the preceding syllable:

сов-хоз зем-ле-вла-де-лец

Two vowels together:

1. Division is made between the vowels: сто-ит (*but:* рос-сий-ский).

One consonant between two vowels:

1. The consonant goes with the following vowel:

ма-не-ры по-вы-ше-ни-ем ста-тья-ми.

Two consonants between two vowels:

1. Division is made between the consonants. (*Exception:* ст goes with the following vowel): топ-ли-во управ-ле-ние ре-ак-тив-ный биб-ли-о-те-ка Поль-ша (*but:* пу-скает ча-сти).

Three or more consonants between two vowels:

1. If a consonant is doubled, division is made between the two:

искус-ство диф-фрак-ция.

2. ст is never separated.
3. Division is not made before the first nor after the last consonant. (*Exception:*

When ст begins the consonant group, it may be separated from the preceding vowel): мест-ность *or* ме-стность

4. Otherwise, division is optional: элек-три-че-ство *or* элект-ри-че-ство. Ан-глия *or* Анг-лия цент-раль-ный *or* цен-траль-ный

Exception: The following are consistently divided as shown: марк-сизм Мо-сква

Rules for syllabification [1]

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: ба-гаж (*ba-gazh*), Бай-кал (*Bay-kal*), му-ха (*mù-kha*), рё-бра (*rë-bra*), каче-ство (*kache-stvo*), свой-ство (*svoy-stvo*).
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: мас-ло (*mas-lo*), мас-са (*mas-sa*), мар-шал (*mar-shal*), точ-ка (*toch-ka*), долж-ность (*dolzh-nost'*), сред-ство (*sred-stvo*).
4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: оке-ан (*oke-an*), ма-як (*ma-yak*).
5. Certain adverbial prefixes are kept intact, except before ы. These are: без (бес), во, воз (вос), вы, до, за, из (ис), на, над, не, ни, низ (нис), о, об обо, от, ото, пере, по, под, пред(и), пред(о), при, про, раз (рас), с(о), and у. In transliteration these prefixes are respectively *bez* (*bes*), *vo*, *voz* (*vos*), *vy*, *do*, *za*, *iz* (*is*), *na*, *nad*, *ne*, *ni*, *niz* (*nis*), *o*, *ob*, *obo*, *ot*, *oto*, *pere*, *po*, *pod*, *pred*(*i*), *pred*(*o*), *pri*, *pro*, *raz* (*ras*), *s*(*o*), and *u:* без-вкусный (*bez-vkusnyy*), бес-связь (*bes-svyaz'*), во-круг (*vo-krug*), but ра-зыскать (*ra-zyskat'*), etc.
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): радио-связь (*radio-svyaz'*), фото-снимка (*foto-snimka*).
7. It is to be noted that the й (ĭ) always terminates a syllable: бой-кий (*boy-kiy*), рай-он (*ray-on*); the ъ ('') terminates a syllable except in words beginning with въ (*v''*), взъ (*vz''*), and съ (*s''*): отъ-ехать (*ot''-yekhat'*) but съём-ка (*c''yëm-ka*), съест-ной (*s''yest-noy*); the ь (') terminates a syllable except before the soft vowels е (*e*), и (*i*), ю (*yu*), and я (*ya*): маль-чик (*mal'-chik*), but соло-вьев (*solo-v'yev*), бри-льянт (*bri-l'yant*), се-мья (*se-m'ya*).
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: Шек-спир (*Shek-spir*), мас-штаб (*mas-shtab*), Лоа-ра (*Loa-ra*) [not Ло-ара (*Lo-ara*) (from the French *Loire*)], се-ньор (*se-n'or*).

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

аме-ри-кан-ский *ame-ri-kan-skiy*	(2, 2, 3)	вы-со-ко-нрав-ство *vy-so-ko-nrav-stvo*	(2, 2, 6, 3)
ан-глий-ская *an-gliy-skaya*	(3, 2)	го-су-дар-ствен-ный *go-su-dar-stven-nyy*	(2, 2, 3, 3)
без-ал-ко-голь-ный *bez-al-ko-gol'-nyy*	(5, 3, 2, 7)	до-школь-ное *do-shkol'-noe*	(5, 7)
бес-ироч-ный *bes-sroch-nyy*	(5, 3)	зав-траш-ний *zav-trash-niy*	(3, 3)
ва-ку-ум *va-ku-um*	(2, 4)	изъ-яс-не-ние *iz''-yas-ne-niye*	(7, 3, 2)
во-гну-тость *vo-gnu-tost'*	(5, 2)	ис-сле-до-ва-тель-ский *is-sle-do-va-tel'-skiy*	(5, 2, 2, 2, 7)
во-до-вме-сти-ли-ще *vo-do-vme-sti-li-shche*	(2, 6, 2, 2, 2)	Крон-штадт-ский *Kron-shtadt-skiy*	(8, 3)
воз-зре-ние *voz-zre-niye*	(5, 2)	на-всег-да *na-vseg-da*	(5, 3)
вос-хва-ле-ние *vos-khva-le-niye*	(5, 2, 2)	на-дви-га-ю-щий-ся *na-dvi-ga-yu-shchiy-sya*	(5, 2, 4, 2, 7)
вы-здо-ро-веть *vy-zdo-ro-vet'*	(5, 2, 2)	над-вя-зать *nad-vya-zat'*	(5, 2)

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[1] Since the orthographic reform of 1918, the rules for syllabification have been considerably liberalized. It is generally permitted now to divide according to convenience, provided that phonetics and etymology are not severely overridden. These rules, designed as a guide for workers who might not be thoroughly familiar with the Russian language, are of necessity somewhat restrictive, but they insure invariably correct word division in conformity with generally approved usage.

As a great deal of Russian matter, especially bibliography, is printed in transliterated form, these rules have been formulated so as to apply with equal accuracy whether matter is in Russian characters or in transliteration.

Illustrative word divisions—Continued

не-сго-ра-е-мый *ne-sgo-ra-e-myy*	(5, 2, 4, 2)	под-жи-да-ние *pod-zhi-da-niye*	(5, 2, 2)
неф-те-хра-ни-ли-ще *nef-te-khra-ni-li-shche*	(3, 6, 2, 2, 2)	пред-ва-ри-тель-ный *pred-va-ri-tel'-nyy*	(5, 2, 2, 7)
ни-сколь-ко *ni-skol'-ko*	(5, 7)	пре-ди-сло-вие *pre-di-slo-viye*	(2, 5, 2)
об-ло-же-ние *ob-lo-zhe-niye*	(5, 2, 2)	пре-до-хра-нять *pre-do-khra-nyat'*	(2, 5, 2)
обо-зна-че-ние *obo-zna-che-niye*	(5, 2, 2)	при-вхо-дя-щий *pri-vkho-dya-shchiy*	(5, 2, 2)
объ-яс-ни-тель-ный *ob"-yas-ni-tel'-nyy*	(7, 3, 2, 7)	про-све-ще-ние *pro-sve-shche-niye*	(5, 2, 2)
од-но-звуч-ный *od-no-zvuch-nyy*	(3, 6, 3)	про-те-стант-ство *pro-te-stant-stvo*	(2, 2, 3)
от-зву-чать *ot-zvu-chat'*	(5, 2)	про-хва-тить *pro-khva-tit'*	(5, 2)
ото-зва-ние *oto-zva-niye*	(5, 2)	раз-вью-чи-вать *raz-v'yu-chi-vat'*	(5, 2, 2)
отъ-ез-жа-ю-щий *ot"-yez-zha-yu-shchiy*	(7, 3, 4, 2)	раз-мно-жать *raz-mno-zhat'*	(5, 2)
Па-ра-гвай *Pa-ra-gvay*	(2, 8)	рас-ска-зы-вать *ras-ska-zy-vat'*	(5, 2, 2)
пе-ре-гнать *pe-re-gnat'*	(2, 5)	соб-ствен-ный *sob-stven-nyy*	(3, 3)
пер-спек-ти-ва *per-spek-ti-va*	(8, 3, 2)	со-дей-ство-вать *so-dey-stvo-vat'*	(5, 7, 2)
пи-о-нер-ский *pi-o-ner-skiy*	(4, 2, 3)	со-е-ди-нён-ные *so-ye-di-nën-nyye*	(5, 2. 2, 3)
по-глуб-же *po-glub-zhe*	(5, 3)	сол-неч-ный *sol-nech-nyy*	(3, 3)
по-гля-ды-вать *po-glya-dy-vat'*	(5, 2, 2)	солн-це-сто-я-ние *soln-tse-sto-ya-niye*	(3, 6, 4, 2)
по-да-вать-ся *po-da-vat'-sya*	(5, 2, 7)	удоб-ней-ше *udob-ney-she*	(3, 7)

Stress and diacritics

No simple set of rules for syllabic stress can be formulated. The only dependable guide is a native, or a dictionary in the case of basic forms and a grammar for their inflectional shiftings.

The only diacritics are the dieresis and the breve. These do not indicate stress but modification of sound. Note alphabet.

Capitalization

Capitalization is practically as in English, except that proper adjectives, names of the months (except when abbreviated), and days of the week are lowercased.

Punctuation

Punctuation is very similar to that of English, but the comma is used for restrictive as well as nonrestrictive clauses. The dash is used between a subject and a complement when there is no verb *is* or *are*, and sometimes before a clause where the equivalent of the conjunction *that* has been omitted. Dialog is usually shown by dashes rather than quotation marks. Cited material is enclosed in quotation marks, which are usually in the French form—« », though sometimes in the German form—„ “, and rarely as in English.

Abbreviations

амер.	американский, American	г.	год, year; город, city; господин, Mr.
АН	Академия наук, Academy of Sciences	г-жа	госпожа, Mrs.
б.г.	без года, no date	гл.	глава, chapter
б.м.	без места, no place	гр.	гражданин, citizen; гражданка, citizen (female)
ВКП (б)	Всесоюзная Коммунистическая Партия (большевиков) All-Union Communist Party (Bolshevik)	до н. э.	до нашей эры, B.C.
		ж. д.	железная дорога, railroad
		и т. д.	и так далее etc.

Abbreviations—Continued

км.	километр, kilometer
КПСС	Коммунистическая партия Советского Союза, Communist Party of the Soviet Union
м.	метр, meter
мм.	миллиметр, millimeter
н. ст.	новый стиль, new style
н. э.	нашей эры, A.D.
обл.	область, oblast
отд.	отделение, section
по Р. Х.	по Рождестве Христове, anno Domini
см.	сентиметр, centimeter; смотри, see, cf.
СССР	Союз Советских Социалистических Республик, Union of Soviet Socialist Republics
с. ст.	старый стиль, old style
США	Соединенные Штаты Америки, United States of America
ст.	статья, article; столбец, column
стр.	страница, page
т.	том, volume; товарищ, comrade
т.е.	то есть, that is
ЦК	Центральный Комитет, Central Committee
ч.	часть, part

Cardinal numbers

один, одна, одно *m., f., n.*	one	семнадцать	seventeen
		восемнадцать	eighteen
два, две *m. & n., f.*	two	девятнадцать	nineteen
три	three	двадцать	twenty
четыре	four	двадцать один, etc.	twenty-one, etc.
пять	five	тридцать	thirty
шесть	six	сорок	forty
семь	seven	пятьдесят, etc.	fifty, etc.
восемь	eight	девяносто	ninety
девять	nine	сто	hundred
десять	ten	сто один, etc.	one hundred and one, etc.
одиннадцать	eleven		
двенадцать	twelve	двести	two hundred
тринадцать	thirteen	триста, etc.	three hundred, etc.
четырнадцать	fourteen		
пятнадцать	fifteen	пятьсот, etc.	five hundred, etc.
шестнадцать	sixteen	тысяча	thousand

Ordinal numbers [2]

первый	first	шестнадцатый	sixteenth
второй	second	семнадцатый	seventeenth
третий	third	восемнадцатый	eighteenth
четвёртый	fourth	девятнадцатый	nineteenth
пятый	fifth	двадцатый	twentieth
шестой	sixth	двадцать первый	twenty-first
седьмой	seventh	сотый	hundredth
восьмой	eighth	сто первый, etc.	one hundred and first, etc.
девятый	ninth		
десятый	tenth	двухсотый	two hundredth
одиннадцатый	eleventh	трехсотый	three hundredth
двенадцатый	twelfth	четырехсотый	four hundredth
тринадцатый	thirteenth	пятьсотый, etc.	five hundredth, etc.
четырнадцатый	fourteenth		
пятнадцатый	fifteenth	тысячный	thousandth

Months

январь (Янв.)	January	июль	July
февраль (Февр.)	February	август (Авг.)	August
март	March	сентябрь (Сент.)	September
апрель (Апр.)	April	октябрь (Окт.)	October
май	May	ноябрь	November
июнь	June	декабрь (Дек.)	December

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[2] The ordinal numbers here given are of the masculine gender. To convert them to feminine or neuter, it is only necessary to effect the proper gender changes: For the feminine, change ый to ая, ий to ья, ой to ая. For the neuter, change ый to ое, ий to ье, and ой to ое.

Days

воскресенье	Sunday	четверг	Thursday
понедельник	Monday	пятница	Friday
вторник	Tuesday	суббота	Saturday
среда	Wednesday		

Seasons

весна	spring	осень	autumn
лето	summer	зима	winter

Time

час	hour	месяц	month
день	day	год	year
неделя	week		

NOTE ON OLD SPELLING

On October 10, 1918, the Council of People's Commissars decreed the introduction of a spelling reform that had been proposed many years before but never adopted. The spelling used from that time in all official publications, except those of the Academy of Sciences (Akademiya Nauk), was this new spelling. The academy adopted the new spelling in 1924. All Russian publications, except for a few printed outside the Soviet Union, have used the new spelling since the institution of the reform.

The old spelling, found in books printed before the dates mentioned, differed in the following ways:

1. There were used the additional *i* (in the alphabet, after и and before к, as й was not considered a separate letter), ѣ (after ь), ѳ (after я), and ѵ (after ѳ).
2. *I* was used only before another vowel letter and in the word мiръ, world. It is now replaced by и (мiръ became мир).
3. Ѣ occurred in certain words and in some grammatical endings. It represented the same sound as *e* and is now replaced by *e* everywhere. In a few cases ѣ was pronounced like *ё*, and where *e* is now printed with dieresis (¨), the replacement of ѣ is, of course, *ё*.
4. Ѳ was used in words of Greek origin, for Greek *θ* (th). It was pronounced *f*, and is now replaced by *f*.
5. Ѵ was used in a few ecclesiastical words, for Greek *υ* (*u*, *y*). It was pronounced like и, and is replaced by that letter.
6. Ъ was used at the end of all words after a consonant not followed by ь. In this position ъ has simply been omitted since the reform. For some years after 1918, some publishers omitted ъ altogether, using an apostrophe for it after prefixes, but the use of the apostrophe is now discouraged, and ъ is used.
7. The prefixes из, воз, вз, раз, низ, без, чрез, через were written with final з everywhere, whereas now they are written ис, вос, etc., before к, п, с, т, х, ц, ч, ш, ф, щ.
8. Some adjective endings in the genitive singular were written -аго, -яго; these were replaced by -ого, -его.
9. The plural nominative of adjectives agreeing with feminine and neuter nouns was written -ыя, -iя; these endings were replaced by -ые, -ие, which had formerly been used only for adjectives agreeing with masculine nouns.
10. The pronoun "they" in referring to the feminine gender was written онѣ; this was replaced by они, previously used only for masculine reference.
11. Similarly, однѣ, однѣх, однѣми were replaced by одни, одних, одними.
12. The genitive pronoun "her" was written ея; this was replaced by её, formerly used only as accusative.
13. Ё was printed only in schoolbooks.

References.—R. I. Avanesov and V. N. Simonov, Ocherk Grammatiki Russkogo Literaturnogo Yazyka (1945); S. C. Boyanus, A Manual of Russian Pronunciation (1935); V. K. Müller, Russian-English and English-Russian Dictionary (1944); Pravila russkoi orfografii i punktuatsii (1957); A. B. Shapiro, Russkoe pravopisanie (1961).

SPANISH

No hay que decir que la consideración que reclama el aspecto fonológico del lenguaje no viene a disminuir el interés del estudio fonético, indispensable, por su parte, para seguir la transformación de los vocablos, para conocer las tendencias que dominan en la evolución del idioma, para la comparación de los dialectos y para la determinación de las zonas y áreas de la geografía lingüística.—Tomás Navarro, Estudios de fonología española, p. 10.

Alphabet and pronunciation

A	a	*a* in watt; *ai* as in aisle
B	b	*b*, at beginning of words and after *m*; more like *v* everywhere else
C	c	*c* in car, before *a*, *o*, *u*, and consonants; before *e*, *i* pronounced as *s* in so, in Spanish America; as *th* in thin, in Spain
Ch	ch	*ch* in chart
D	d	*d*
E	e	*e* in met; *ei* as in vein
F	f	*f*
G	g	*g* in go, before *a*, *o*, *u*, and consonants; like strong *h* before *e* and *i*; *gu* like *gw* before *a*, *o;* *gü* like gw before *e*, *i*
H	h	not pronounced
I	i	*i* in machine; *y* in yet, before and after vowels
J	j	*h*, but with more friction (same as *g* before *e*, *i*)
K	k	*k;* only in foreign words
L	l	*l* in lily
LL	ll	*y* in yet, in most of Spanish America; *lli* in million, in Spain, Colombia, and Ecuador
M	m	*m*
N	n	*n;* *nv* like *mb* in lumber
Ñ	ñ	*ny* in canyon
O	o	*o* in obey; *oi* as in oil
P	p	*p*
Q	q	always followed by silent *u*, *qu* being pronounced *k*
R	r	*r*, like tongue-tap *r* in British pronunciation of very
Rr	rr	*r* trilled, as in Scotch English or Italian
S	s	*s* in so, before most consonants and between vowels; *z* in zeal, before voiced consonants (*b*, *d*, *g*, *l*, *m*, *n*, *r*, *y*)
T	t	*t*
U	u	*u* in rule (=*oo* as in coo); *w* in wet, before vowels; silent in *gue*, *gui*, *qu*
V	v	*b* at beginning of words; more like *v* everywhere else
W	w	*w*, *v;* only in foreign words

[Concluded on following page]

X	x	*x* in ax (=*ks*), between vowels; *s* before consonants
Y	y	*y* in yet, initially and between vowels; *ay* as *ai* in aisle; *ey* as in they; *oy* as in boy
Z	z	*s* in so, in Spanish America; *th* in thin, in Spain

Special characters

Spanish uses the Latin alphabet with the addition of the characters *Ñ ñ*. Note that *ch*, *ll*, and *rr* are regarded as separate units; i.e., words beginning with *ch* will be entered in the dictionary after words beginning with *cz*, not between the groups of words beginning with *ce* and *ci*. The acute accent appears very frequently over one of the vowel letters in a word. The dieresis appears occasionally over *u* following *g;* its occurrence elsewhere is so rare as to be negligible.

Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, and sometimes *y*. The other letters are consonants. The letter *y* is a consonant at the beginning of a word (before a vowel) and between two vowels.

Combinations of vowel letters (diphthongs and triphthongs)

The vowel *i* or *u* preceding *a*, *e*, *i*, *o*, *u*, or following *a*, *e*, *o*, is pronounced as a single syllable with the preceding or following vowel; if the diphthong occurs in a syllable which needs an accent mark (see Stress and diacritics), the acute accent is placed over the vowel other than *i* or *u*. The diphthongs are:

ai	*ei*	*oi*		*ái*	*éi*	*ói*	
au	*eu*	*ou*		*áu*	*éu*	*óu*	
ia	*ie*	*io*	*iu*	*iá*	*ié*	*ió*	*iú*
ua	*ue*	*uo*	*ui*	*uá*	*ué*	*uó*	*uí*

At the end of a word and in one-syllable words, *ay*, *ey*, *oy* replace the diphthongs ending in *i*.

Sequences of vowel letters which are not diphthongs, and which may be divided, are those in which *í* or *ú* precedes or follows another vowel: *aí*, *eí*, *oí*, *aú*, *eú*, *oú*, *ía*, *íe*, *ío*, *íu*, *úa*, *úe*, *úo*, *úi*.

Spanish also has triphthongs. A triphthong is a combination of three vowels, the middle one of which is stressed, the others unstressed; the combination is pronounced as a single syllable. The triphthongs are:

iai	*iei*	*ioi*	*iui*	*uai*	*uei*	*uoi*	
iau	*ieu*	*iou*		*uau*	*ueu*	*uou*	*uiu*

If the *i* or *u* at the beginning or the end of a sequence of three vowel letters has an acute accent, it is not part of a triphthong, and division may be made accordingly; e. g., *í-ai*, *ua-ú*, *ú-oi*.

Combinations of consonant letters (digraphs)

The digraphs are *ch*, *ll*, and *rr*.

Consonantal units

In Spanish certain consonants followed by *l* or *r* are pronounced in the same syllable with the following vowel. These consonant groups are: *bl*, *br; cl*, *cr; dr; fl*, *fr; gl*, *gr; pl*, *pr; tr*.

Rules for syllabification

1. Diphthongs, triphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ca-sa*, *bue-no*, *re-yes*, *mu-cho*, *po-llo*, *co-rrer*, *ha-blar*, *li-bro*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *ac-ta*, *ac-ción*, *ist-mo*, *mar-cha*, *cen-tro*.
4. Division may be made between vowels not constituting a diphthong or triphthong or between a diphthong and another vowel: *ca-er*, *le-er*, *ba-úl*, *flú-ido*, *temí-ais*.

5. Certain adverbial prefixes are kept intact. These are: *anti*, *bis*, *circum*, *cis*, *des*, *inter*, *mal*, *pan*, *sub*, *super*, *trans*, and *tras: anti-artístico*, *bis-anuo* (never *bi-sanuo*), *circum-ambiente* (never *circu-mambiente*), *des-unión* (never *de-sunión*). Other prefixes are also divisible from the stem, provided the division conforms to rules 2 to 4: *contra-parte* (rule 2), *ab-negación* (rule 3), *ex-traer* (rule 3), *co-existir* (rule 4). Otherwise division on prefixes should be avoided, except in cases of exigency, such as very narrow measure: *ab-usar* (better *abu-sar*), *re-unir* (better *reu-nir*), *ex-ánime* (better *exá-nime*), *in-afectado* (better *ina-fectado*), *co-incidencia* (better *coin-cidencia*). In no case may division on a prefix be made, however, before an *s* followed by another consonant: *cons-titución* (never *con-stitución*), *pers-pectivo* (never *per-spectivo*), *subs-tancia* (never *sub-stancia*).[1]

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *estado-unidense* (rather than *estadou-nidense*), *bien-estar* (There are not many compound words in Spanish the correct division of which does not coincide with rules 1 to 5.)

7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Wásh-ington*, *Groen-landia* (never *Gro-enlandia*), *Gegen-stand*, *Frei-schütz*, *Ingol-stadt*, *Ste-phenson*. Scientific and technical words derived from Latin and Greek are treated as naturalized Spanish words and are divided according to rules 1 to 6: *diag-nóstico*, *hemis-ferio*, *anas-tomosis*.

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

Amé-ri-ca	(2, 2)
anas-to-mo-sis	(3, 2, 2)
an-te-o-jos	(3, 6, 2)
an-ti-es-pas-mó-di-co	(3, 5, 3, 3, 2, 2)
an-ti-psó-ri-co	(3, 5, 2, 2)
apro-xi-ma-ción	(2, 2, 2)
au-to-ex-ci-tan-te	(2, 4, 3, 2, 3)
au-xi-liar	(2, 2)
ba-le-á-ri-co	(2, 4, 2, 2)
bis-a-nuo	(5, 2)
bri-llan-te	(2, 3)
cas-te-lla-no	(3, 2, 2)
chan-chu-lle-ro	(3, 2, 2)
cir-cum-am-bien-te	(3, 5, 3, 3)
cir-cuns-tan-cia	(3, 3, 3)
cis-al-pi-no	(5, 3, 2)
co-ne-xión	(2, 2)
con-se-cuen-cia	(3, 2, 3)
cons-ti-tu-cio-nal	(3, 2, 2, 2)
cons-truc-ción	(3, 3)
co-rres-pon-den-cia	(2, 3, 3, 3)
cre-í-an	(4, 4)
cre-yen-do	(2, 3)
cual-quie-ra	(6, 2)
des-a-rro-llar-se	(5, 2, 2, 3)
des-em-ba-rrar	(5, 3, 2)
de-se-o-so	(2, 4, 2)
des-u-nir	(5, 2)
diag-nós-ti-co	(3, 3, 2)
elip-soi-dal	(3, 2)
en-te-rrar	(3, 2)
es-o-tro	(6, 2)
es-pa-ño-les	(3, 2, 2)
es-ta-do-uni-den-se	(3, 2, 6, 2, 3)
exac-ta-men-te	(3, 2, 3)
exa-mi-nar	(2, 2)
exe-quá-tur	(2, 2)
ex-hi-bi-ción	(3, 2, 2)
fre-cuen-te-men-te	(2, 3, 2, 3)
ge-o-grá-fi-co	(4, 2, 2, 2)
he-mis-fé-ri-co	(2, 3, 2, 2)
ina-pli-ca-ble	(2, 2, 2)
in-clu-yen-do	(3, 2, 3)
in-ter-a-me-ri-ca-no	(3, 5, 2, 2, 2, 2)
in-te-re-ses	(3, 2, 2)
in-te-rro-ga-ción	(3, 2, 2, 2)
íst-mi-co	(3, 2)
lla-me-an-te	(2, 4, 3)
lu-ga-ri-llo	(2, 2, 2)
ma-la-men-te	(2, 2, 3)
mal-in-ten-cio-na-do	(5, 3, 3, 2, 2)
ma-yo-ría	(2, 2)
me-tró-po-li	(2, 2, 2)
me-xi-ca-no	(2, 2, 2)
mid-ship-man	(7, 3)
mi-llo-na-rio	(2, 2, 2)
mi-nis-tro	(2, 3)
mo-nos-per-mas	(2, 3, 3)
ne-o-im-pre-sio-nis-mo	(4, 7, 3, 2, 2, 3)
ne-o-yor-qui-no	(4, 2, 3, 2)
nos-o-tros	(6, 2)
obs-truir-se	(3, 3)
pa-í-ses	(4, 2)
pan-a-me-ri-ca-nis-mo	(5, 2, 2, 2, 2, 3)
pa-ra-gua-yo	(2, 2, 2)
pe-re-gri-no	(2, 2, 2)
pe-rió-di-co	(2, 2, 2)
pe-rí-o-do	(2, 4, 2)
pe-ris-có-pi-co	(2, 3, 2, 2)
post-is-lá-mi-co	(7, 3, 2, 2)
pro-rro-gar	(2, 2)
pú-bli-co	(2, 2)
re-pú-bli-ca	(2, 2, 2)
san-güe-sa	(3, 2)
si-guien-tes	(2, 3)
sub-al-ter-nar	(5, 3, 3)
su-per-e-mi-nen-te	(2, 5, 2, 2, 3)
trans-al-pi-no	(5, 3, 2)
tras-an-te-a-yer	(5, 3, 6, 2)
vos-o-tros	(6, 2)
Wal-len-stein	(7, 7)
Wásh-ing-ton	(7, 3)
Welt-an-schau-ung	(7, 7, 4)

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[1] This rule of the *s* is rigidly adhered to, because no Spanish word and hence no syllable can begin with a group of consonants the first of which is *s*.

Stress and diacritics

The tilde, the dieresis, and the acute accent are the diacritical marks used in Spanish. The tilde is used only over the *n*, and *ñ* is a special character representing a separate phoneme, the palatal *n*. The dieresis mark (¨) called *diéresis* or *crema* in Spanish, is to be found in a limited number of words, such as *vergüenza*, and *argüir*, to indicate that the vowel *u* must be pronounced.

The acute accent is used over a vowel to indicate that it is stressed; it is also used to distinguish homonyms. If there is no accent mark, a word ending in a consonant (including *y*, except *n* and *s*) is stressed on the last syllable; a word ending in a vowel, *n*, or *s* is stressed on the next-to-last syllable. Specifically, the acute accent is used as follows:

1. To indicate that the vowel is stressed.
2. To indicate vowels not forming a diphthong (see Diphthongs).
3. To distinguish words of the same spelling but of different meanings: *aún*, still, yet, *aun*, even; *dé*, give, *de*, of; *él*, he, him, *el*, the (but *el que*, *el cual*, he who, him who); *há*, ago, *ha*, has; *hé*, behold, *he*, I have; *mí*, me, *mi*, my; *más*, more, *mas*, but; *sé*, I know, be thou, *se*, oneself; *sí*, yes, oneself, *si*, if; *sólo*, only, *solo*, alone, single; *té*, tea, *te*, thee; *tú*, thou, *tu*, thy; *vé*, go, *ve*, sees.
4. To distinguish interrogative or exclamatory use from relative or declarative: *adónde*, where? *adonde*, where; *cómo*, how? *como*, as; *cuán*, how! *cuan*, how; *cuándo*, when? *cuando*, when; *cuánto*, how much? *cuanto*, as much; *cúyo*, whose? *cuyo*, whose; *dónde*, where? *donde*, where; *qué*, what? *que*, which; *quién*, who(m)? *quien*, who(m).
5. To distinguish pronouns from adjectives: *éste*, this one, *este*, this; *ése*, that one, *ese*, that; *aquél*, that one yonder, *aquel*, that.
6. Arbitrarily on monosyllabic aorists: *dí*, I gave; *fuí*, I was; *fué*, he was; *rió*, he laughed; *ví*, I saw; *vió*, he saw.
7. To avoid confusing the word *o* (or) with the zero: *2 ó 3*, but *dos o tres*, two or three.

Capitalization

The English style of capitalization is followed with few exceptions.

Adjectives derived from proper nouns are lowercased, as in *música colombiana* (Colombian music) and *teatro español* (Spanish theater).

Days of the week and months begin with a lowercase letter.

In titles of books, the general practice is to capitalize only the initial word and the proper nouns, as in *El ingenioso hidalgo don Quijote de la Mancha* (The ingenuous gentleman Don Quixote de la Mancha) and *Con los indios cuna de Panamá* (With the Cuna Indians of Panama). In the case of short titles there is a tendency to capitalize adjectives and common nouns, as in *Ortografía Castellana* (Castilian orthography) and *Enciclopedia de la Cocina* (Encyclopedia of cooking).

Punctuation and hyphenation

Punctuation is practically the same as in English. One conspicuous exception is the use of inverted interrogation and exclamation marks, which are placed at the exact beginning of the question or exclamation: *¿Habla usted español?* (Do you speak Spanish?) *Si quiere visitar el Brasil, ¿por qué no estudia portugués?* (If you want to visit Brazil, why don't you study Portuguese?) *¡Viva el astronauta!* (Long live the astronaut!) *No recibí invitación, ¡y no comprendo por qué!* (I did not receive an invitation, and I cannot understand why!)

Quotation marks are used to reproduce a statement, text, etc., but not a dialog as developed in prose fiction. In the latter case, preference is given in Spanish to em dashes at the beginning of each interlocutor's paragraph. Example:

> —*Yo soy Juan de Aguirre, el marino, el hermano de su madre de usted, el que desapareció.*
>
> —*¡Usted es Juan de Aguirre!*
>
> —*Sí.*
>
> —*¿Mi tío?*
>
> —*El mismo.*
>
> —*¡Y por qué no habérmelo dicho antes!*
>
> (Pío Baroja, *Las inquietudes de Shanti Andía*)

The hyphen, as a rule, is used only in syllabification. The apostrophe is not employed in modern Spanish.

Abbreviations

a. de J. C.	antes de Jesucristo
a.m.	ante meridiano
C.A.	Centro América
Cía.	Compañía
cm.	centímetro
d. de J. C.	después de Jesucristo
D.	Don
D.F.	Distrito Federal
Dr., Dra.	Doctor, Doctora
E.	Este
EE.UU.	Estados Unidos
E.U.A.	Estados Unidos de América
Excmo., Excma.	Excelentísimo, Excelentísima
Gral.	General
Hnos.	Hermanos
Ilmo., Ilma.	Ilustrísimo, Ilustrísima
kg.	kilógramo
km.	kilómetro
Lic.	Licenciado
m.	metro, metros
m/n	moneda nacional
Mons.	Monseñor
M.S.	Manuscrito
M.S.S.	Manuscritos
N.	Norte
N.B.	Nota bene
N. de la R.	Nota de la Redacción
N. del A.	Nota del Autor
N. del T.	Nota del Traductor
no.	número
N.S.	Nuestro Señor, Nuestra Señora
núm.	número
O.	Oeste
pág., págs.	página, páginas
Pbro.	Presbítero
P.D.	Post Data
P.ej.	Por ejemplo
p.m.	pasado meridiano
Prov.	Provincia
Q.E.P.D.	Que en paz descanse
R.P.	Reverendo Padre
S.	Sur
S.A.	Sociedad Anónima
S.A.R.	Su Alteza Real
S.E.	Su Excelencia
S.E. u O.	Salvo error u omisión
S.M.	Su Majestad
Sr., Sres.	Señor, Señores
Sra., Sras.	Señora, Señoras
S.R.L.	Sociedad de Responsabilidad Limitada
Srta.	Señorita
S.S.	Su Santidad
S.S.S.	Su seguro servidor, Su segura servidora
Sta., Sto.	Santa, Santo
T.	Tomo
Ud., Uds.	Usted, Ustedes
V.º B.º	Visto bueno

Cardinal numbers

uno, una	one	veinte y dos, veintidós, etc.	twenty-two, etc.
dos	two		
tres	three	treinta	thirty
cuatro	four	cuarenta	forty
cinco	five	cincuenta	fifty
seis	six	sesenta	sixty
siete	seven	setenta	seventy
ocho	eight	ochenta	eighty
nueve	nine	noventa	ninety
diez	ten	ciento, cien	hundred
once	eleven	ciento uno, etc.	one hundred and one, etc.
doce	twelve		
trece	thirteen	doscientos, -as, etc.	two hundred, etc.
catorce	fourteen		
quince	fifteen	quinientos, -as	five hundred
diez y seis, dieciséis	sixteen	seiscientos, -as	six hundred
diez y siete, diecisiete, etc.	seventeen, etc.	setecientos, -as	seven hundred
		ochocientos, -as	eight hundred
veinte	twenty	novecientos, -as	nine hundred
veinte y uno (veintiuno)	twenty-one	mil	thousand

Round millions preceding units of quantity are followed by the preposition *de: tres millones de pesos, 3,000,000 de pesos.*

Ordinal numbers

prim(er)o, -a (1º)	first	sexto	sixth
segundo, -a (2º)	second	sé(p)timo	seventh
tercero, tercer	third	octavo	eighth
cuarto	fourth	noveno, nono	ninth
quinto	fifth	décimo	tenth

Ordinal numbers—Continued

undécimo	eleventh	nonagésimo	ninetieth
duodécimo	twelfth	centésimo	hundredth
décimotercio	thirteenth	centésimo primo, etc.	one hundred and first, etc.
décimocuarto, etc.	fourteenth, etc.	ducentésimo	two hundredth
vigésimo	twentieth	tricentésimo	three hundredth
vigésimo primero, etc.	twenty-first, etc.	cuadringentésimo	four hundredth
trigésimo	thirtieth	quingentésimo	five hundredth
cuadragésimo	fortieth	sexcentésimo	six hundredth
quincuagésimo	fiftieth	septingentésimo	seven hundredth
sexagésimo	sixtieth	octingentésimo	eight hundredth
septuagésimo	seventieth	noningentésimo	nine hundredth
octogésimo	eightieth	milésimo	thousandth

Months

enero	January	julio	July
febrero	February	agosto	August
marzo	March	se(p)tiembre	September
abril	April	octubre	October
mayo	May	noviembre	November
junio	June	diciembre	December

Days

domingo	Sunday	jueves	Thursday
lunes	Monday	viernes	Friday
martes	Tuesday	sábado	Saturday
miércoles	Wednesday		

Seasons

primavera	spring	otoño	autumn
verano	summer	invierno	winter

Time

hora	hour	mes	month
día	day	año	year
semana	week	siglo	century

References.—Real Academia Española, Gramática de la Lengua Castellana (1931); Arturo Cuyás, Appleton's New Spanish-English and English-Spanish Dictionary (1940); Tomás Navarro, Estudios de fonología española (1949).

SWEDISH

Den germanska bosättningen i Skandinavien och Finland talade ett språk, ur vilket nutidens svenska, norska, danska, isländska och färöiska har utvecklat sig. Språket var, såvitt vi vet, väsentligen enhetligt över hela området. Det kallas urnordiska. Carl-Eric Thors, Svenskan förr och nu [1970] p. 18.

Alphabet and pronunciation

A	a	*a* in father
B	b	*b*
C	c	*s* in sent, before *e, i, y;* elsewhere *k*
D	d	*d;* silent before *j*
E	e	*e* in felt, prey
F	f	*f*[1]
G	g	*y* in yet, before stressed *e, i, y, ä, ö,* and after *l* and *r* in the same syllable; otherwise *g* in go, but silent before *j*
H	h	*h;* silent before *j*
I	i	*i* in sit; *ee* in tree
J	j	*y* in yet; in some foreign words pronounced *sh*
K	k	*k;* approximately *ch* in chair, before stressed *i, e, y, ä, ö;* a few exceptions in loanwords
L	l	*l;* silent before *j*
M	m	*m*
N	n	*n*
O	o	*o* in often; *oo* in goose
P	p	*p*
Q	q	*q*
R	r	*r* trilled
S	s	*s;* never *z*
T	t	*t*[2]
U	u	*u* in fuse; also roughly equivalent to unstressed *ue* in value
V	v	*v*
W	w	*v*
X	x	*x*
Y	y	like German *ü* or French *u*
Z	z	*s;* never *z*
Å	å[3]	*o* in go; *aw* in saw *å*
Ä	ä	like *e* in felt; *a* in glaze
Ö	ö	like German *ö* or French *eu*

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[1] In the orthography employed prior to 1906, the *v* sound was represented in absolutely final position by *f;* medially by *fv*. Since 1906, *v* has represented *f* and *fr*, except in some proper names.

[2] In words of Latin origin, the combination *ti* in the suffix *tion* is pronounced as in English if preceded by any consonant except *r* (*aktion*, pronounced *akshon*), otherwise like *ch* in chair (*nation*, pronounced *nachon; portion*, pronounced *porchon*); in the combinations *tia* and *tie* like *ts* (*profetia*, pronounced *profetsia; aktie*, pronounced *aktsie*).

[3] In typesetting, if the character *å* is not available, it is replaced by *aa*.

Special characters

Swedish uses the Latin alphabet with the addition of three special characters—the last three in the alphabet.

Vowels and consonants

The vowels are *a, e, i, o, u, y, å, ä,* and *ö;* the so-called back vowels being *a, o, u,* and *å;* the front vowels *e, i, y, ä,* and *ö*. The other letters of the alphabet are all consonants.

Diphthongs

The diphthongs in Swedish are *au,* pronounced like *ou* in house; *eu,* pronounced somewhat like *e(ph)ew* in nephew; *oj* as in boy; *aj,* pronounced like *igh* in high.

Digraphs

The digraphs and their sounds are:

ch as *sh*; rarely as *k* (och)
kj as *ch* in chair
ph as *f* (in foreign words)
sch as *sh* in shall
sj as *sh* in shall
sk as *sh* in shall (it is not a digraph if pronounced like *sk* in basket) [1]
skj as *sh* in shall
stj as *sh* in shall
th as *t* (in foreign words)
qu as *kv*

Nasals

The combination *ng* is pronounced like *ng* in sing-er (not fin-ger) and is termed a nasal: *ingen* (pronounced *ing-en*), *hängar* (pronounced *häng-ar*), *engelsk* (pronounced *eng-elsk*), *finger* (pronounced *fing-er*). The velar nasal *ng* must be distinguished, however, from the incidental collocation of the two letters resulting from compounding or affixing, in which case the *ng* is not a nasal: *angelägen* (from *an* plus *gelägen*), *ingripa* (from *in* plus *gripa*); nor is *ng* a velar nasal in words of foreign origin, such as *singular, evangelium.*

The letter *g* is also a velar nasal when it follows a short vowel and precedes the letter *n: lugn* (pronounced *lung'n*), *lugna* (pronounced *lung'na*), *vagnar* (pronounced *vang'nar*), *ugnar* (pronounced *ung'nar*).

Consonantal units

The combinations *kv* (the substitute for the Romance language *qu*), *sk, sp, st,* and *str* are treated for purposes of syllabification as units.

Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ta-la, re-gel, hu-set, ma-skin, pa-scha, be-kväm, reu-matisk.*
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *al-la, myc-ket, häs-sja, al-stra, hög-ste, fladd-ra, kan-ske, mar-schera, forsk-ning.*
4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: *se-ende, gå-ende.*
5. Certain adverbial prefixes are kept intact. These are: *an, av, bak, be, bi, bort, efter, en, ent, er, fort, fram, från, för, före, gen, genom, hop, in, med, miss, mot, ned, o, om, på, samman, sönder, till, under, upp, ur, ut, ute, veder, vid, åt, åter,* and *över: an-draga, av-tryck, bak-slag, be-kläda,* etc.
6. Certain suffixes are kept intact. These are: *aktig, artad, het, ska, skap*(*s*), and *ske: del-aktig, ull-artad, envis-het, amerikan-ska, grann-skap, hand-ske.*
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6): *där-emot, dess-utom, bank-aktie, blom-stjälk, bok-tryck.* The compounding *s*, if used, is kept with the preceding component: *dags-ljus, gevärs-exercis, guds-man.*
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *por-trätt, atmo-sfär, manu-skript.* Under this rule are also included technical and scientific words, which editors prefer to treat etymologically: *tele-skop, dia-fragma, des-infektion.*
9. The letter *x* and the nasal *ng* are properly kept with the preceding syllable: *byx-or, lax-en, gung-an, konung-en.*[2]
10. When division is made on a syllable from which a letter was elided, the letter is restored to render the syllable integral: *till-lika* (from *tillika*). It is important to bear in mind that words divided under this rule, if subsequently reset and run over, must have their original spelling restored.

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[1] The letters *sk* are a digraph and pronounced soft, like *sh*, when they occur before a soft vowel in a stressed syllable: *skära* (pronounced *sha'ra*), *skynda* (pronounced *shin'da*), *maskin* (pronounced *mashin'*); otherwise they are pronounced hard ,like the English *sk* (*skada, skriva, fisk, rusk, handske, fisket, ruskig*).

There are a few exceptions. Contrary to the rule, *sk* is soft in *människa* (pronounced *männi-sha*), *marskalk* (pronounced *marshalk*), *kanske* (pronounced *kanshe*). On the other hand, *sk* is hard, contrary to the rule, in *skiss, konfiskera, riskera, skelett, skeptisk*, and in a few other words of foreign origin.

[2] The practice varies, however, and many editors allow *x* to be brought over to the next syllable and *ng* to be divided, according to the convenience of the compositor; hence: *by-xor, la-xen, gun-gan, konun-gen* (cf. Axel Johan Uppvall and Gösta Robert Stene, Swedish Grammar and Reader, 1938, p. 3, Syllabification).

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ame-ri-kan-ska	(2, 2, 6)
an-slags-frå-ga	(5, 7, 2)
at-mo-sfär	(3, 8)
av-prov-ning	(5, 3)
bak-grun-der	(5, 3)
be-grep-pet	(5, 3)
bel-le-tri-stisk	(3, 8, 2)
bi-bli-o-tek	(8, 4, 2)
bi-dra-gan-de	(5, 2, 3)
blom-nings-tid	(3, 7)
bort-slu-ta	(5, 2)
bo-stä-der-na	(2, 2, 3)
des-in-fek-tion	(8, 3, 3)
ef-ter-skri-va	(3, 5, 2)
en-skild-het	(7, 6)
ent-le-di-ga	(5, 2, 2)
en-trä-gen-het	(5, 2, 6)
er-bju-dan-de	(5, 2, 3)
ex-er-cis	(8, 3)
fort-skri-da	(5, 2)
fram-al-stra	(5, 3)
främ-jan-de	(3, 3)
från-trä-da	(5, 2)
för-en-ta	(5, 3)
fö-re-språ-ker-ska	(2, 5, 2, 6)
gen-klan-gen	(5, 3)
ge-nom-ar-be-ta	(2, 5, 3, 2)
ge-o-gra-fi-ska	(4, 8, 2, 6)
hi-sto-ria	(2, 2)
hop-spa-ra	(5, 2)
in-bjud-ning	(5, 3)
kom-pan-jo-ner	(3, 3, 2)
kor-re-spon-dent	(3, 8, 3)
ma-je-stä-ter	(2, 2, 2)
ma-nu-skript	(2, 8)
med-ar-be-ter-ska	(5, 3, 2, 6)
me-del-ål-der	(2, 7, 3)
miss-hand-ling	(5, 3)
mot-stå-en-de	(5, 4, 3)
ned-tryckt-het	(5, 6)
o-be-kväm-lig [3]	(5, 2, 3)
o-möj-lig [3]	(5, 3)
om-stjälp-ning	(5, 3)
på-se-en-de	(5, 4, 3)
sam-man-svärj-ning	(3, 5, 3)
sta-ter-na	(2, 3)
sön-der-skju-ten	(3, 5, 2)
till-freds-stäl-lel-se	(5, 7, 3, 3)
un-der-hålls-kost-nad	(3, 5, 7, 3)
upp-hjäl-pan-de	(5, 3, 3)
upp-rätt-hål-la-re	(5, 7, 3, 2)
ur-sprung-lig-het	(5, 3, 6)
ut-ar-ren-de-ra	(5, 3, 3, 2)
ute-slut-ning	(5, 3)
ve-ten-skaps-man	(2, 6, 7)
vid-stå-en-de	(5, 4, 3)
åter-av-trä-da	(5, 5, 2)
åt-skil-jan-de	(5, 3, 3)
än-del-se	(3, 3)
änd-sta-tio-nen	(7, 2, 2)
önsk-nin-gar	(3, 3)
öst-eu-ro-pe-isk	(7, 2, 2, 4)
över-ar-bet-ning	(5, 3, 3)
över-tax-e-ra	(5, 9, 2)

Diacritics and stress

With the exception of *å*, *ä*, and *ö*, diacritics are used only in foreign loanwords (*résumé*) and in certain proper names (*Tegnér*).

Syllabic stress falls on the root syllable in all simple native words and on the main, usually the first, component of compound words.

Capitalization

Capitalization is similar to that in English, except that proper adjectives, days of the week, months, and holidays are lowercased. In compound names, only the first word is usually capitalized (*Förenta staterna*, United States; *Karl den store*, Charles the Great), and the second-person pronouns *Ni*, *Eder*, *Er* are capitalized in correspondence.

Punctuation

The rules of punctuation are essentially the same as in English, although Swedish punctuation is perhaps somewhat closer, the comma, especially, being used more freely. The apostrophe is not used to indicate possession, except in foreign names and those terminating in the letter *s*: *Shakespeare's dramer* (Shakespeare's dramas), *Valerius' visor* (the ballads of Valerius).

Abbreviations

Where the last letter of the abbreviation is the last letter of the complete word, the period is not used.

a.-b.	aktiebolag, joint-stock company
adr.	adress, address, c/o
ang.	angående, concerning
anm.	anmärkning, remark, observation
b., bd	band, volume, volumes
bl. a.	bland annat, bland andra, among other things, or among others
d.	död, dead
d:o	dito, ditto

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[3] The division on the prefix *o-* (meaning un- or non-) should be avoided except in very narrow measure to avoid bad spacing.

Abbreviations—Continued

dr, d:r	doktor, doctor
d.v.s.	det vill säga, that is, that is to say
d.y.	den yngre, junior
d.ä.	den äldre, senior; det är, that is
ell.	eller, or
etc.	et cetera, and so forth
ex.	exempel, example (illustration), e.g.
f.	född, born
f.d.	för detta, before this, formerly
frk.	fröken, Miss
f.ö.	för övrigt, besides
förf.	författare, author; författarinna, authoress
H.M.	Hans Majestät, His Majesty
hr	herr, Sir, Mr.
i st. f.	i stället för, in place of
jfr	jämför, compare, cf.
kap.	kapitel, chapter
kl.	klockan, o'clock
kr.	krona, crown; kronor, crowns (coin)
kungl.	kunglig, royal
m.a.o.	med andra ord, in other words
m. fl.	med flera, with others, and others
m.m.	med mera, etc., and so forth
n.b.	nota bene, mark (notice) well
nr, n:o	nummer, numro, number
näml.	nämligen, namely, viz, to wit
obs.	observera, observe
o.d.	och dylikt (dylika), and the like
o.s.a.	om svar anhålles, an answer is requested
o.s.v.	och så vidare, and so forth
p.s.	postskriptum, postscript
red.	redaktör, editor
s., sid.	sida, page; sidor, pages
s.d.	samma dag, the same day
s.k.	så kallad, so called
t. ex.	till exempel, for instance
t.o.m.	till och med, even
und.	undantag, exception

Cardinal numbers

en, ett	one
två	two
tre	three
fyra	four
fem	five
sex	six
sju	seven
åtta	eight
nio	nine
tio	ten
elva	eleven
tolv	twelve
tretton	thirteen
fjorton	fourteen
femton	fifteen
sexton	sixteen
sjutton	seventeen
aderton	eighteen
nitton	nineteen
tjugu (tjugo)	twenty
tjuguen (tjuguett)	twenty-one
tjugutvå, etc.	twenty-two, etc.
tretti(o)	thirty
fyrtio	forty
femtio	fifty
sextio	sixty
sjuttio	seventy
åttio	eighty
nittio	ninety
hundra	hundred
hundra ett, etc.	one hundred and one, etc.
två hundra, etc.	two hundred, etc.
tusen	thousand

Ordinal numbers

(den) första (-e)	first
andra (-e)	second
tredje	third
fjärde	fourth
femte	fifth
sjätte	sixth
sjunde	seventh
åttonde	eighth
nionde	ninth
tionde	tenth
elfte (elvte)	eleventh
tolfte (tolvte)	twelfth
trettonde	thirteenth
fjortonde	fourteenth
femtonde	fifteenth
sextonde	sixteenth
sjuttonde	seventeenth
adertonde	eighteenth
nittonde	nineteenth
tjugonde	twentieth
tjuguförsta	twenty-first
tjuguandra, etc.	twenty-second, etc.
trettionde	thirtieth
fyrtionde	fortieth
femtionde	fiftieth
sextionde	sixtieth
sjuttionde	seventieth
åttionde	eightieth
nittionde	ninetieth
hundrade	hundredth
hundra första	one hundred and first, etc.
två hundrade, etc.	two hundredth
tusende	thousandth

Months

januari (jan.)	January	juli	July
februari (feb.)	February	augusti (aug.)	August
mars	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
maj	May	november (nov.)	November
juni	June	december (dec.)	December

Days

söndag	Sunday	torsdag	Thursday
måndag	Monday	fredag	Friday
tisdag	Tuesday	lördag	Saturday
onsdag	Wednesday		

Seasons

vår	spring	höst	autumn
sommar	summer	vinter	winter

Time

timme	hour	månad	month
dag	day	år	year
vecka	week		

References.—Axel Johan Uppvall and Gösta Robert Stene, Swedish Grammar and Reader (1938); Edwin J. Vickner, Simplified Swedish Grammar (1946); Walter E. Harlock, Svensk-Engelsk Ordbok (1947); Axel Johan Uppvall, Swedish Phonology (1938); D. Milanova, Svensk-Rysk Ordbok (1962).

TURKISH

Ey, Türk Gençliği, birinci vazifen Türk istiklâlini, Türk Cümhuriyetini ilelebet muhafaza ve müdafaa etmektir. Birgün İstiklâl ve Cümhuriyeti müdafaa mecburiyetine düşersen, vazifeye atılmak için içinde bulunacağın vaziyetin imkân ve şeraitini düşünmeyeceksin. Mevcudiyetinin ve istikbâlinin yegâne temeli budur. Bu temel senin en kıymetli hazinendir.[1]—K. Atatürk.

Alphabet and pronunciation

A	a	*a* in father
Â	â	see Special characters
B	b	*b* in bed
C	c	*j* in judge
Ç	ç	*ch* in church
D	d	*d* in do
E	e	*e* in red
F	f	*f* in far
G	g	*g* in go
Ğ	ğ	*y* in yet, between front vowels (*ı*, *e*, *ü*, *ö*); silent or voiced spirant between back vowels (*ı*, *a*, *u*, *o*); after a vowel, final or before a consonant, prolongs the vowel
H	h	*h* in hat
I	ı	*i* in till
İ	i	*i* in machine
J	j	*z* in azure
K	k	*k* in kit
L	l	*l* in link
M	m	*m* in man
N	n	*n* in no
O	o	*o* in or
Ö	ö	like German *ö* or French *eu*
P	p	*p* in pin
R	r	*r* in red, somewhat more trilled than in English
S	s	*s* in sun
Ş	ş	*sh* in shall
T	t	*t* in tin
U	u	*u* in push
Û	û	see Special characters
Ü	ü	like German *ü* or French *u*
V	v	*v* in van, sometimes more like *w*
Y	y	*y* in yet or boy
Z	z	*z* in zeal
	'	like glottal catch "uh-oh"

Special characters

Turkish uses the Latin alphabet with the addition of the following special characters: Â â, Ç ç, Ğ ğ, İ, ı, Ö ö, S ş, Û û, and Ü ü. The characters Ğ ğ occur also as Ğ ğ. Note the characters İ I, i ı. The circumflex accent (ˆ) is frequently used over vowels *a* and *u*. It sometimes indicates prolongation of the vowel, sometimes palatal (*y*-like) pronunciation of neighboring *k*, *g*, or *l*. Turkish orthography uses no digraphs. Since *ı* and *i* are two different letters, the ligature fi should not be used; *f* and *ı* or *i* should be separate letters.

Vowels and consonants

The vowel letters are *a, e, i, ı, o, ö, u, and ü*. The remaining letters of the alphabet are consonants. The apostrophe ('), which indicates hiatus or slight glottal catch, counts as a consonant.

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[1] [TRANSLATION:] O, Turkish Youth, your first duty is to look after and eternally to protect the Turkish Independence. If one day you are called upon to defend the Republic and the Independence, you will take over your duty neither flinching nor being deterred by any circumstances or situations in which you may find yourselves. This is the only foundation to your existence and future. This foundation is your most valuable treasure.

Consonantal units

For the purposes of syllabification, there are no consonantal units in Turkish, although in foreign words deference is shown to consonantal units according to the language of origin.

Rules for syllabification

1. Turkish, not having diphthongs, digraphs, or consonantal units, has no groups of vowels or consonants which may not be divided, provided division conforms to rules 2 to 8 below.
2. Division is made on a vowel before a single consonant: *ha-va, zi-ya, sa-kin.*
3. In a group of two or more consonants, division is made before the last consonant: *bil-mek, bil-lûr, ört-mek, sat-hî, sal-ya.*
4. In words of Arabic root, vowels may be divided: *ma-ani, mu-af, cema-at, gayri-tabiî.*
5. Turkish has no prefixes in the conventionally accepted sense. The negative particle *gayri,* however, acts as a prefix and is kept intact: *gayri-matbu.*
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *göz-ağrısı, hanım-eli, açık-göz.*
7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *fa-brika, am-plifikatör, ka-blo, tel-graf, boy-skavt.* In this rule are also included scientific and technical words, which editors prefer to treat etymologically: *pan-kreas, proto-plasma.*
8. Division may be made on the apostrophe indicating hiatus: *mes'-ul.*

Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

A ce-mis-tan	(2, 3)
a-kort-la-mak	(3, 2)
Al-man-ya	(2, 3)
alt-mış-al-tı	(3, 6, 3)
A-me-ri-kan	(2, 2)
an'-a-nan	(8, 2)
an-fi-te-atr	(3, 2, 4)
An-gli-kan	(7, 2)
An-ka-ra	(3, 2)
an-si-klo-pe-di	(3, 7, 2, 2)
as-ri-leş-tir-mek	(3, 2, 3, 3)
baş-ağ-rı-sı	(6, 3, 2)
baş-lı-ba-şı-na	(3, 2, 2, 2)
be-ra-et	(2, 4)
bey-yi-ne	(3, 2)
bil-kül-li-ye	(3, 3, 2)
bi-na-en-a-leyh	(2, 4, 6, 2)
bi-pa-yan	(2, 2)
bir-le-şik	(3, 2)
bi-ta-raf-lık	(2, 2, 3)
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Stress and diacritics

Stress is not marked in Turkish orthography. The only diacritics are the dieresis, cedilla, and circumflex, all of which are explained under Special characters.

Capitalization

Capitalization is practically as in English.

If name of any particular law, *Türk eşya kanunu*, only first word of law is capitalized.

Türkiye Büyük Millet Meclisi, Tanrı, Allah Kızılay Kurumu İstanbul, Varlik Yaymevi.

Punctuation

Punctuation is similar to that in English, but the comma and dash are used somewhat more frequently than in English. Quotation symbols: ≪ ≫.

Examples: Kutlu, Şemsettin. Eski Türk hayatı; fıkralar, olaylar.

Abbreviations

A. Ş.	Anonim Şirket, anonymous firm; Inc.	Ml.	Matmazel, Miss
ayn. mll.	aynı müellif. the same author; idem	Mm.	Madam. Mrs.
B.	Bey (Bay), Sir, Mr.	msl.	meselâ, for example, e.g.
B. D.	Birleşik Devletler, United States	no.	Nümero, number
Bl.	Bölük, Company, Co.	Pş.	Paşa, Pasha
Bn.	Bayan, Miss or Mrs.	s.	sahife, page
Gn.	Genel, General	sk.	sokak, street
Hz.	Hazretleri, His Excellency, His Majesty	sm.	santimetre, centimeter
ilv.	ilâve, supplement	Şsi.	Şürekası, Company, Co.
km.	kilometre, kilometer	T. C.	Türkiye Cumhuriyeti, The Republic of Turkey
M.	Mösyö, Monsieur, Mr.	T. L.	Türk Lirası, Turkish pound
		v. b.	ve başkalar, and others, et al
		v. s.	ve saire, etc.

Cardinal numbers

bir	one	otuz	thirty
iki	two	kırk	forty
üç	three	elli	fifty
dört	four	altmış	sixty
beş	five	yetmiş	seventy
altı	six	seksen	eighty
yedi	seven	doksan	ninety
sekiz	eight	yüz	hundred
dokuz	nine	yüz bir, etc.	one hundred and one, etc.
on	ten		
on bir	eleven		
on iki	twelve	iki yüz, etc.	two hundred, etc.
on üç, etc.	thirteen, etc.		
yirmi	twenty	bin	thousand
yirmi bir, etc.	twenty-one, etc.		

Ordinal numbers [2]

birinci	first	on birinci	eleventh
ikinci	second	on ikinci	twelfth
üçüncü	third	on üçüncü, etc.	thirteenth, etc.
dördüncü	fourth		
beşinci	fifth	yirminci	twentieth
altıncı	sixth	yüzüncü, etc.	hundredth, etc.
yedinci	seventh		
sekizinci	eighth	bininci, etc.	thousandth, etc.
dokuzuncu	ninth		
onuncu	tenth		

Months

Ocak (Kânunusani)	January	Temmuz	July
Şubat	February	Ağustos	August
Mart	March	Eylül or Eylûl	September
Nisan	April	Ekim (Teşrinievel)	October
Mayıs	May	Kasım (Teşrinisani)	November
Haziran	June	Aralık (Kânunuevel)	December

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[1] The ordinals are formed regularly from the cardinals by the addition of *-inci. -uncu*, or *-üncü*. in accordance with the principle of vowel harmony.

Days

Pazar	Sunday	Perşembe	Thursday
Pazartesi	Monday	Cuma	Friday
Salı	Tuesday	Cumartesi	Saturday
Çarşamba	Wednesday		

Seasons

ilkbahar	spring	sonbahar	autumn
yaz	summer	kış	winter

Time

saat	hour	ay	month
gün	day	yıl, sene	year
hafta	week		

References.—N. A. McQuown and Sadi Koylan, Spoken Turkish (1944); A. Vahid Moran, Türkçe-İngilizce sözlük (1945); James W. Redhouse, İngilizce-Türkçe lûgatı (1950); F. Heuser und İ. Şevket, Türkisch-Deutsches Wörterbuch (Istanbul, 1942).

SLAVIC LANGUAGES AND THEIR ALPHABETS

The Slavic languages are usually divided into three groups:

(*a*) West Slavic, which includes Polish, Sorb or Wendish (also called Lusatian), Czech, and Slovak; Polabian, now extinct, also belongs to this group, as do Kashubian (almost extinct) and Slovinzian (extinct). Polish is the language of Poland. Sorb or Wendish is spoken along the river Spree in both Upper and Lower Lusatia. Czech and Slovak are two separate, though very similar, languages; Czech is spoken in western and central Czechoslovakia (Bohemia and Moravia), and Slovak in the eastern part of the country (Slovakia). Polabian was spoken in the regions adjacent to the Elbe River. Kashubian and Slovinzian were found in the region around Danzig in Pomerania.

(*b*) East Slavic, which comprises Russian, Ukrainian, and White Russian. Russian is spoken throughout the Soviet Union, but was originally native only to central and northern European Russia. White Russian is spoken in the White Russian Soviet Socialist Republic. Ukrainian is found in most of the Ukrainian Soviet Socialist Republic; the variety of Ukrainian spoken in what was formerly sub-Carpathian Russia in Czechoslovakia was often referred to as Ruthenian. Ukrainian was formerly called Little Russian, and Russian proper was then designated as Great Russian.

(*c*) South Slavic, which includes Slovene, Serbo-Croatian, Macedonian, and Bulgarian. Serbo-Croatian is a single literary language, the Serbian areas writing it in the Cyrillic alphabet, while the Croatian areas use the Latin alphabet (in the form given as transliteration for Serbian Cyrillic). Serbo-Croatian is the language of all Yugoslavia, but Slovene is used in Slovenia (northwest Yugoslavia) and Macedonian in Macedonia (southeast Yugoslavia). Correspondence between Serbian and Croatian alphabets insures correct spelling of the Serbo-Croatian language in Roman alphabet. Bulgarian is spoken in Bulgaria.

The West Slavic languages and Slovene and Croatian have always been written in the Latin alphabet. The other Slavic languages use modern forms of Cyrillic. Cyrillic was devised in the 10th century, being based on the Greek alphabet. It was created for the purpose of writing Old Macedonian, which is usually called Old Church Slavic, and the old form of the alphabet, not given below, is now found only in printed ecclesiastical materials. Old Church Slavic is sometimes called Old Church Slavonic.

Slavic (Cyrillic) alphabets

Russian: А а, Б б, В в, Г г, Д д, Е е, Ё ё, Ж ж, З з, И и, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ъ ъ, Ы ы, Ь ь, Э э, Ю ю, Я я; used now only outside of the U.S.S.R.: І і, Ѣ ѣ, Ѳ ѳ, Ѵ ѵ

Ukrainian: А а, Б б, В в, Г г, Д д, Е е, Є є, Ж ж, З з, И и, І і, Ї ї Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ь ь, Ю ю, Я я, '; used now only outside of the U.S.S.R.: Ґ ґ

White Russian: А а, Б б, В в, Г г, Д д, Е е, Ё ё, Ж ж, З з, І і, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ў ў, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ы ы, Ь ь, Э э, Ю ю, Я я; used now only outside of the U.S.S.R.: Ґ ґ

[Concluded on following page]

Bulgarian: А а, Б б, В в, Г г, Д д, Е е, З з, Ж ж, И и, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ъ ъ, Ь ь, Ю ю, Я я; formerly also used: Ѣ ѣ, Ѫ ѫ, І-Ѫ ı-ѫ

Macedonian: А а, Б б, В в, Г г, Ѓ ѓ, Д д, Е е, Ж ж, З з, S s, И и, J j, К к, Ќ ќ, Л л, Љ љ, М м, Н н, Њ њ, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Џ џ, Ш ш, ’

Serbian: А а, Б б, В в, Г г, Д д, Ђ ђ, Е е, Ж ж, З з, И и, J j, К к, Л л, Љ љ, М м, Н н, Њ њ, О о, П п, Р р, С с, Т т, Ћ ћ, У у, Ф ф, Х х, Ц ц, Ч ч, Џ џ, Ш ш

The Cyrillic alphabet has been adopted recently in the Union of Soviet Socialist Republics for use with various non-Slavic languages, such as Moldavian, Kirghiz, Tajik, Mongolian, and others. Usually the Russian form is used as a base, with special letters added as needed.

Transliteration of Cyrillic alphabets

The transliteration given first place here is that of the United States Board on Geographic Names, adopted in 1944. It is identical with that used by the (British) Permanent Committee on Geographical Names, adopted about the same time. The Board on Geographic Names transliteration has been officially adopted only for Russian, Bulgarian, and Serbian; for the other languages here given it is applied by extending the same principles and supplying new symbols or digraphs as needed. Certain additions to avoid possible ambiguity are also given.

The Library of Congress uses a transliteration that differs at certain points from that of the Board on Geographic Names. These differences are indicated.

In works on Slavic in the fields of linguistics and philology, still other transliterations are used. These are also indicated, the word "linguistics" being used to mean linguistics and philology.

In the list below, the transliterated symbol holds for all six languages when it is not marked. Where different uses are recommended for different languages, or where a letter is used only in some of the languages, these facts are stated.

Alphabets, pronunciation, and transliteration

А	а	*a*
Б	б	*b*
В	в	*v*
Г	г	*g* in Russian, Bulgarian, Macedonian, and Serbian; *h* in White Russian and Ukrainian; linguistics, always *g*
Ґ	ґ	*g* in White Russian and Ukrainian only; no longer used in the Soviet-Union; linguistics, *g*
Г	ѓ	*g’* in Macedonian only; linguistics, *ǵ*
Д	д	*d*
Ђ	ђ	*đ* or *dj* in Serbian only; Library of Congress and linguistics, *đ*
Е	е	*ye* in Russian initially and after a vowel or ъ or ь, *e* elsewhere; in White Russian, always *ye;* in the other languages, always *e;* Library of Congress and linguistics, always *e*
Ё	ё	*yë* and *ë* in Russian, as for *ye* and *e;* in White Russian, *o͡;* not used elsewhere; Library of Congress always uses *ë* in Russian; linguistics, *ė* or *ë*
Є	є	*ye* in Ukrainian only; Library of Congress, *i͡e;* linguistics, *ë* or *je*

[Continued on following page]

Ж	ж	*zh;* linguistics, *ž* in Serbian
З	з	*z; z͡h;* Library of Congress in Ukrainian
S	s	*dz* in Macedonian only; linguistics, *z̀* or *dz*
И	и	*i*, except in Ukrainian, where it is *y;* linguistics, always *i*
Й	й	*y;* not used in Macedonian and Serbian; Library of Congress, *ĭ;* linguistics, *i̯* and *j*
I	i	*ī* in Ukrainian and Russian; *i* in White Russian; not used elsewhere; no longer used in U.S.S.R.; Library of Congress and linguistics, *ī*
Ї	ї	*yi* in Ukrainian; Library of Congress, *ï;* linguistics, *ï* and *ji*
J	j	*j* in Macedonian and Serbian only
К	к	*k*
Ќ	ќ	*k* in Macedonian only; linguistics, *ḱ*
Л	л	*l*
Љ	љ	*ļ* or *lj* in Macedonian and Serbian only; linguistics, *ļ*
М	м	*m*
Н	н	*n*
Њ	њ	*ń* or *nj* in Macedonian and Serbian only; Library of Congress, *nj;* linguistics, *ń*
О	о	*o*
П	п	*p*
Р	р	*r*
С	с	*s*
Т	т	*t*
Ћ	ћ	*ć* in Serbian only
У	у	*u*
Ў	ў	*w* in White Russian only; Library of Congress, *ŭ;* linguistics, *u̯*
Ф	ф	*f*
Х	х	*kh;* Library of Congress uses *h* for Serbian; linguistics, *x* and *ch*
Ц	ц	*ts;* Library of Congress, *t͡s* for Russian, *c* for Serbian and Macedonian; linguistics, *c;* to avoid ambiguity, Cyrillic *TC* may be transliterated as *t.s*, or the Library of Congress symbol for ц may be used
Ч	ч	*ch*, except *č* in Macedonian and Serbian; linguistics, *č*
Џ	џ	*dž* in Macedonian and Serbian only; linguistics, *ǯ*
Ш	ш	*sh*, except *š* in Macedonian and Serbian; linguistics, *š;* Library of Congress uses *s͡h* in Ukrainian to avoid ambiguity with сг=*sh*
Щ	щ	*shch* in Russian, White Russian, and Ukrainian; *sht* in Bulgarian; not used in Macedonian and Serbian; linguistics, *š* and *šč* (or *št* for Bulgarian)
Ъ	ъ	double apostrophe (") no longer used at end of a word in Russian and Bulgarian; not used elsewhere. Library of Congress uses *ŭ* in the middle of word in Bulgarian; linguistics, *ŭ*
Ы	ы	*y* in Russian and White Russian only
Ь	ь	single apostrophe ('); not used in Macedonian and Serbian; Library of Congress, ′; linguistics, *ĭ*
Ѣ	ѣ	*yē* and *ē* in Russian, no longer used; *ye* in Bulgarian, no longer used; not used elsewhere; Library of Congress, *i͡e;* linguistics, *ě*

[Concluded on following page]

Э	э	*e* in Russian (or *è* to avoid ambiguity); *è* in White Russian; not used elsewhere; Library of Congress, *ė;* linguistics, *è*
Ю	ю	*yu;* not used in Macedonian and Serbian; Library of Congress, *i͡u;* linguistics, *ŭ* and *ju*
Я	я	*ya;* not used in Macedonian and Serbian; Library of Congress, *i͡a;* linguistics, *ă* and *ya*
Ѳ	ѳ	*ḟ* in Russian only; no longer used
Ѵ	ѵ	*ý* in Russian only; no longer used
Ѫ	ѫ	*ă* in Bulgarian only; no longer used; Library of Congress, *u̇̌* no longer used in Bulgaria; linguistics, *ǫ*
I-Ѫ	ı-ѫ	*yă* in Bulgarian only; no longer used; linguistics, *ǫ̆* or *jǫ*
	’	Ukrainian and Macedonian only, instead of older ъ; transliterate by double apostrophe (’’), single apostrophe (’) is used for ь in Ukrainian; linguistics, ’

The old form of Cyrillic used for Old Church Slavic had letters similar in shape to а, б, в, г, д, е, ж, з, ѕ, и, і, к, л, м, н, о, п, р, с, т, у, ф, х, ц, ч, ш, щ, ъ, ы, ь, ѣ, ю, ѫ, ı-ѫ, ѳ, and ѵ. In addition there were ω (Greek) = *ō*, ıa (equal to modern я), ı-е (equal to Ukrainian є), ѧ = *ę* (nasal *e*), ѩ = *ę̆* (*yę* or *ję*), ξ (Greek) = *ks* (*x*); ψ (Greek) = *ps;* ы appeared as ъı or ы, and also as ъи (*ŭī. ĭī. ŭi*). A still older form of this alphabet, the Glagolitic, has letter shapes that are very different from those of the original Greek or modern Cyrillic; this alphabet lacked the letters ω, ы, ı-а, ı-е, ξ, ψ, but had a letter corresponding to Serbian џ.

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[Numbers in parentheses refer to rules; italic indicates exact terminology]

[For lists of capitalization, spelling, compounding, and abbreviations, see Guide to Capitalization, p. 35; Spelling, p. 63; Guide to Compounding, p. 81; Abbreviations, p. 135]

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